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Overview

The FSS provides the authorized user with the ability to review up to date account status and transaction detail similar to that which is available in the Detailed Transaction Report and Revenue Expense Reports distributed in the monthly report packets.

There is the added ability to drill into a transaction and related documents from an account query to view both encumbrance and document detail. The commodity and accounting details for a Purchase Order and Invoice are available as well as related documents and payment information. Cash flow budget information for Research funds is also available.

The FSS is available by accessing the Dalhousie Online web page. Financial Services maintain the security and access for authorized personnel. Authorized users will access Finance Self Service to query pertinent budget and encumbrance data and view financial transaction details.

This document details the functionality available with step by step instructions and tips. Review both Appendix D and Appendix E. Appendix D provides a glossary of the terms used throughout this guide. Appendix E contains a quick reference that may answer initial questions.

Web Address

The URL for access to Dal Online and Finance Self Service is:

<https://dalonline.dal.ca>

Bookmark this URL in your browser for future reference. Alternatively, Links to Dal Online are also available from the Dal Home page and My.Dal.ca portal.

NOTE: If this is your first time to access Dal Online click on “Create PIN” and follow the instructions and screen prompts. You will need your Dalhousie ID (B00.....) which can be found on your Dal Card or pay stub. If you are unsure contact Human Resources.

Login

To access the FSS functions, perform the following steps:

1. Click on Dal Online from the Dal home page.
2. Click on **Login** from the menu items.

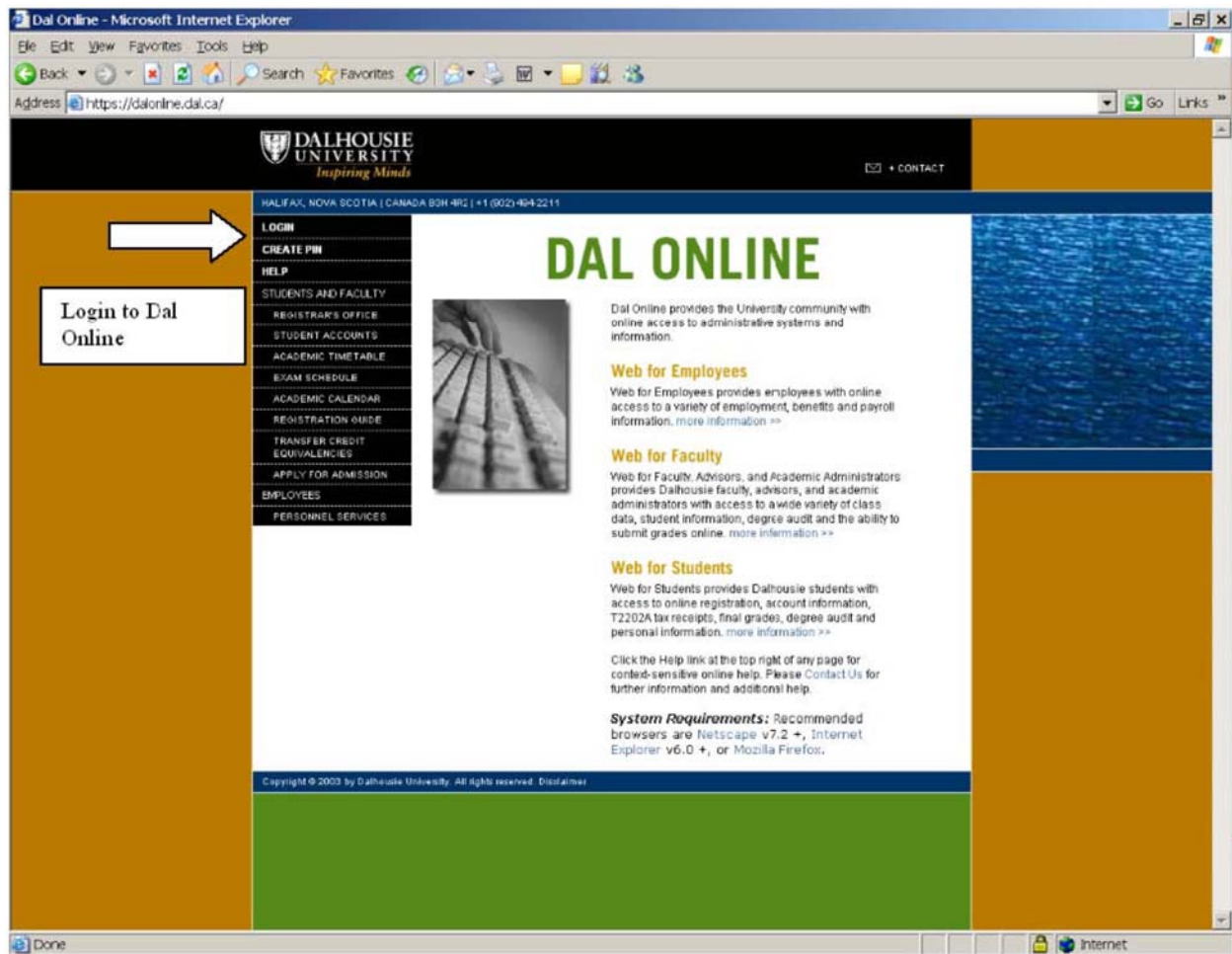


Figure 1

3. Enter your Net ID and password (same password you use to access your email). If this is your initial access to Dal Online, you will be asked to provide a hint question and response for security purposes for resetting passwords.

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DAL ONLINE

HELP | EXIT

User Login

IMPORTANT: As of June 26, 2012, Dal Online requires you to use your **NetID and password**.

Please enter your NetID and password, then click Login. When you are finished, please Exit and close your browser to protect your privacy.

Don't know your NetID? Forgot your password? Visit the [NetID & Password Assistant](#).

NetID:

Password:

[Click Here for Help with Login?](#)

Figure 2

TIP: When ID is entered, select **TAB**, do not hit **enter**. Hitting the enter key, will return an invalid login message.

TIP: Once you are located in the login screen, the session can be ended by selecting the **EXIT** option on the top right of the screen in the dark area.

NOTE: See Appendix B for instructions if you forgot you PIN.

Successful login will present you with the Dal Online Main Menu. The options will vary from user to user, as they are dependent on the access provided from various system modules. If you don't see the **Web for Administrators** menu, please contact, Finance.Web@dal.ca.

1. Select the **Web for Administrators** option from this Main Menu.

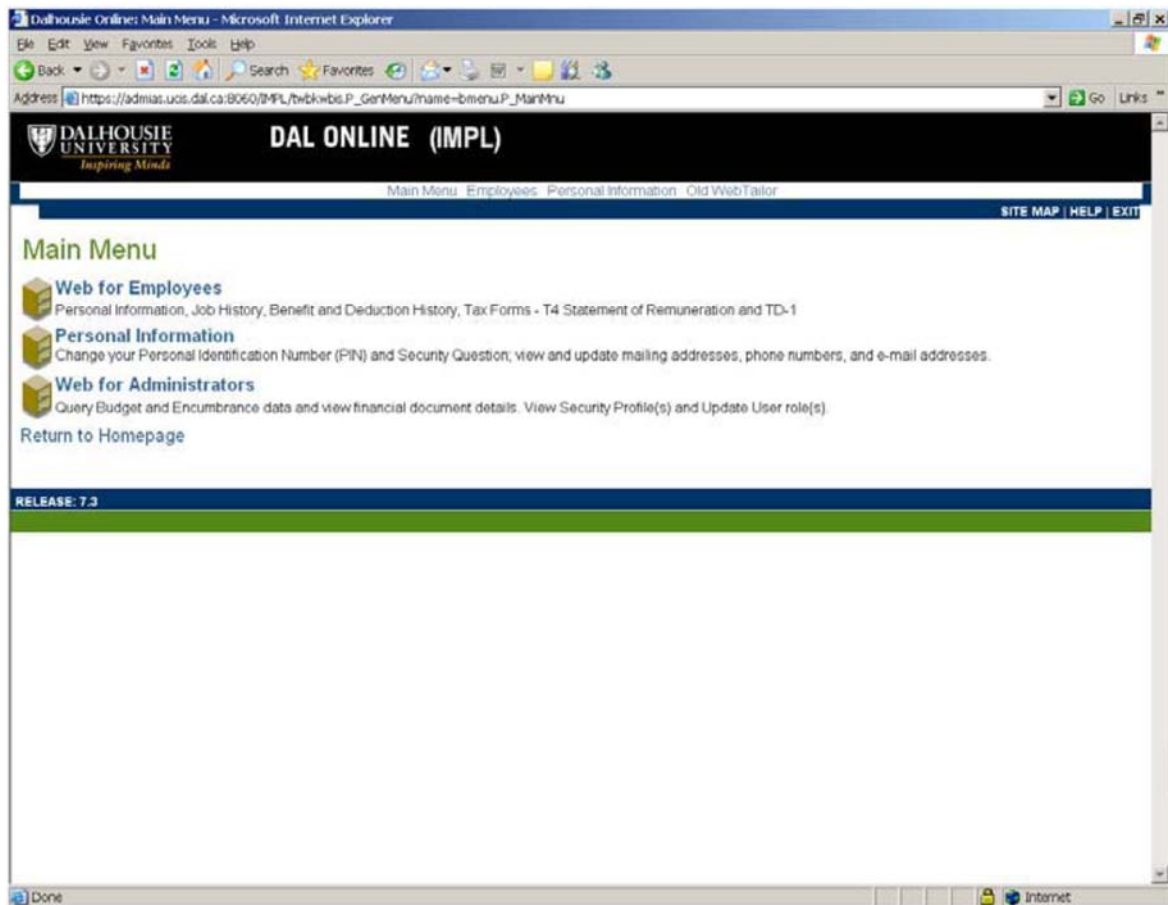


Figure 3

2. Select the **Finance** option from under the Web for Administrators Menu.

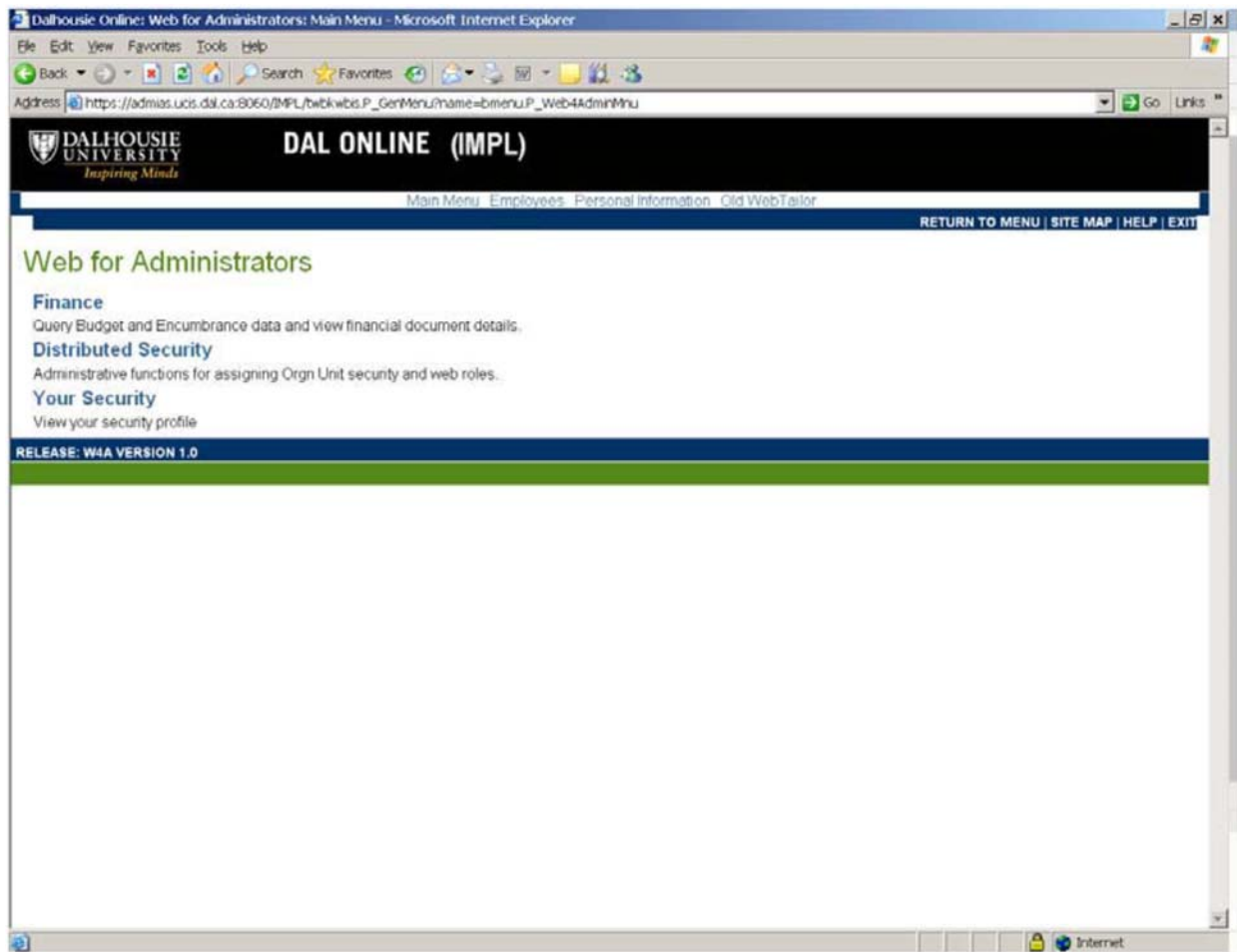


Figure 4

The options under Web for Administrators will vary from user to user, as they are dependent on the access provided from various system modules. If you don't see the Finance menu, please contact, Finance.Web@dal.ca.

The system then displays the Finance Menu.

Finance provides six query options:

- **Budget Query** - View all financial information by fund/organization and account.
- **Budget Summary Query** - View all financial information summarized by account for a specified fund type and high-level organization code.
- **Balance Sheet Query** - View all balance sheet information by fund and account for a given period or YTD.
- **Commitment Query** - View commitment details from purchase requisition and order by fund/organization and account.

- **Research Summary & Detail Query** – View summary and detail financial information for Research and Special Purpose accounts (34xxx-6xxxx).
- **Salary Encumbrance Query** - View salary encumbrances by fund/organization and employee. For Research only accounts (34xxx-5xxxx).
- **View Document** - View document details by document number.

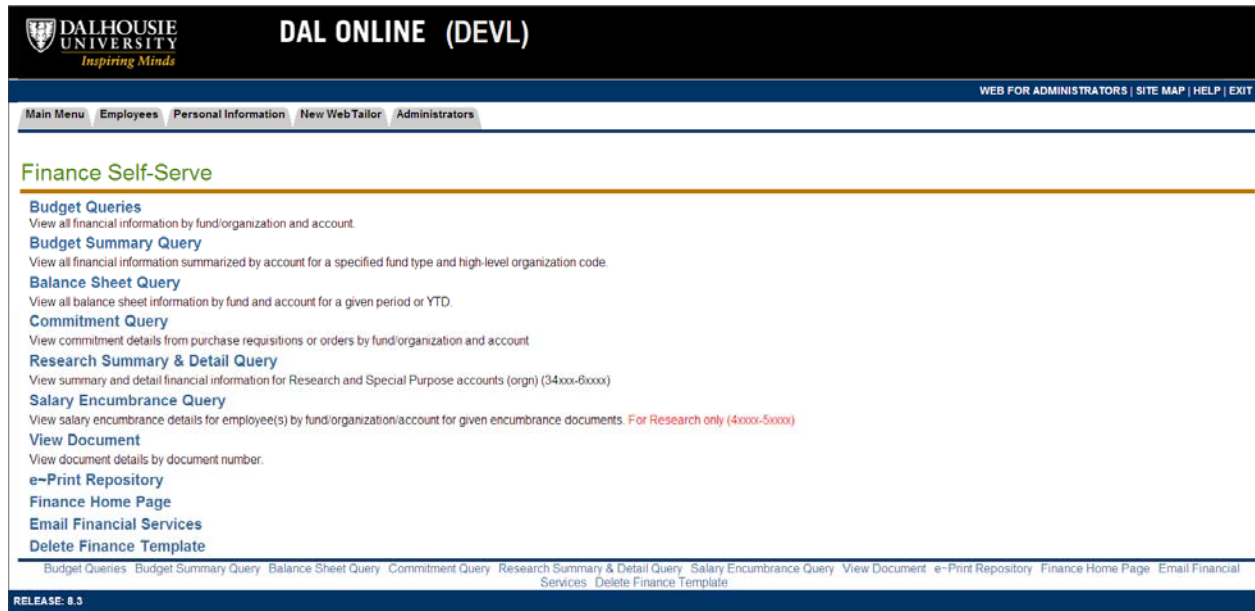


Figure 5

TIP: For **Research and Special Purpose** orgns, you will want to use the Research Summary & Detail Query.

TIP: For **all other orgns**, you would want to use the Budget Query – Budget Status by Account.

TIP: Any time the data is highlighted or underlined, it indicates you can drill down to the documents and see related information.

TIP: The menu along the top of the screen allows the user to switch between modules. The menu along the bottom of the screen allows the user to switch between Finance menus. Both menus are available at all times regardless of where you are within the query.

Budget Queries

The Budget Query link allows a user to review financial information for transactions recorded in the Finance system. It also provides the ability to download the data for use with a third-party tool such as Microsoft Excel. The file type of the extract will be a Comma Separated Value file (.csv). This is a text file where each column is separated by a comma. Excel recognizes this file type and will convert the file accordingly.

The Budget Queries can be used by all orgns; however, if you have research and/or special purpose orgns, you may wish to use the Research Summary & Detail Query

A user may create three different types of queries:

1. Budget Status by Account
2. Budget Status by Organizational Hierarchy
3. Budget Quick Query

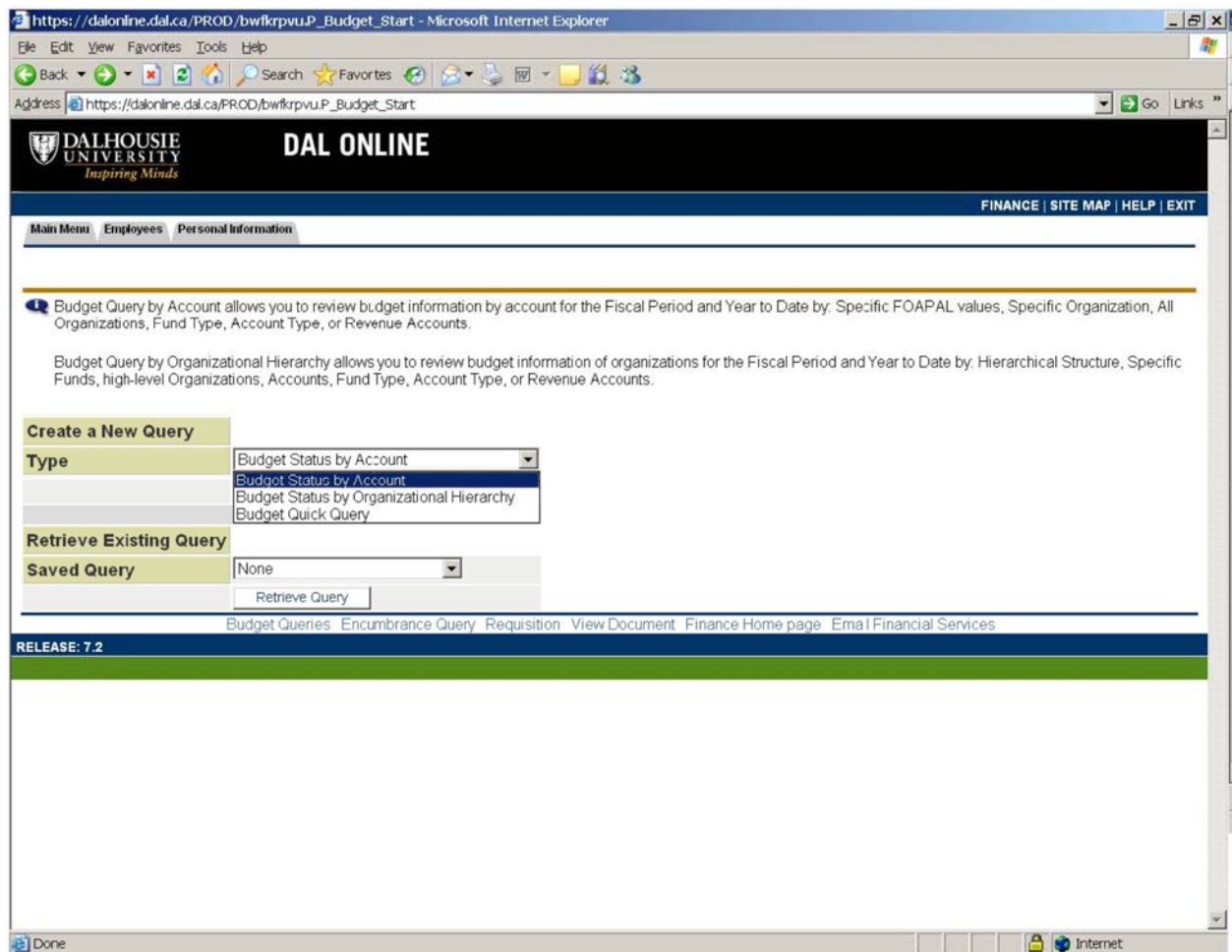


Figure 6

TIP: The Budget Status by Account is the query that will be used most frequently. The Budget Quick Query will never be used due to the fact you cannot drill down for further transaction details.

Parameters for Budget Queries

Users must place a check mark in each of the following boxes. You only have to do this once. The system remembers this information for the next time you run the query.

- Adjusted Budget
- Year to date
- Commitments
- Available Balance

These will be the four columns of data to be displayed when the query is processed. If these boxes are not checked, you will receive no data.

TIP: A Budget Query is successful under the following conditions:

- A fiscal year and period **must** be entered.
 - If you wish to view the financial information from fiscal year 2008/09, the fiscal year must be 2009.
 - Recommend that you leave the fiscal period at **14** so that you don't have to change it each month.
- Chart of Accounts is a required field. ALWAYS USE "1".
- A value must be entered in the Organization field for a query to be submitted. A wildcard "%" is an acceptable value for Fund, Organization, or Account. When a wildcard is used, an additional column on the results page displays the values for that FOAPAL element.

NOTE: Campus refers to Organization as Account as....

- **Organization** is referred to as 'account' number. This is a **5 digit number**.
 - **Account** is referred to as 'sub-account' or 'revenue or expense' code. This is a **4 digit number**.
- Comparison fiscal year and period are optional. If comparison fiscal year and period are used, then these values must also be entered.

Note: Summary data is available from October 1, 2001, onward, (i.e. fiscal year, 02, fiscal period, 07). Detail data is available for current year plus three prior fiscal years.

See below for details of each type of budget query.

Budget Status by Account

The Budget Status by Account option allows a user to review budget information by account for the Fiscal Period, Year, and Commitment Type (All) by:

- Specific FOAPAL values
- A Specific Organization
- All Organizations
- Fund Type
- Account Type
- Revenue Accounts

There are four levels to a Budget Query by Account.

	Levels within Budget Query by Account	Description
1	Account Detail	Totals by account for all columns selected

2	Transaction Detail	Transaction Date, Activity Date, Document Code, Description, Amount and Rule Class
3	Document Detail with Related Documents view	Chart of Accounts, Fund, Organization, Account, Amount and Rule Class
4	View the document	Details of the document

A user can view budget information from the account level, by drilling down through the transaction detail to all of the accounting sequences for a specific document, while viewing any related documents that exist.

Figure 7

Creating a Query by Account

When a user selects on the Budget Queries link on the Finance menu, a screen appears on which the user may create a query by Account or Organizational Hierarchy. To create a query, the user selects the desired option from the appropriate pull-down list and selects the action button. The system then displays the operating ledger data selection screen.

There is the ability to save queries for later retrieval. We do not recommend initial use of this option. Once you become more proficient in creating queries and using calculations and downloads, you may find this option useful. See Appendix C for instructions about saving queries.

Here the user selects or deselects the columns to be displayed. These are:

- Year to Date
- Adjusted Budget
- Available Balance
- Commitments

https://dalonline.dal.ca/PROD/bwfrpvu.P_Budget_Start - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://dalonline.dal.ca/PROD/bwfrpvu.P_Budget_Start Go Links

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FINANCE | SITE MAP | HELP | EXIT

Main Menu Employees Personal Information

Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/> Year to Date	
<input checked="" type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Available Balance	

Save Query as:

☐ Shared

Continue

Budget Queries Encumbrance Query Requisition View Document Finance Home page Email Financial Services

RELEASE: 7.2

Done Internet

Figure 8

The user is then presented with the Parameters selection screen. Here the user enters the Fiscal Year and Period (to date) and the Commitment Type for which to query information. FOAPAL values are entered and revenue accounts may be included. Note: The following values are required for successful results:

- Organization is required. The wildcard (%) is an appropriate value.
- Commitment type: All

- Chart: 1
- Fund can be left blank, but must match Organization (orgn) value if entered.
- Include Revenue Accounts: yes
- Balance sheet accounts are not available at this time.

The Organization Budget Status by Account is then retrieved. The parameters that were selected are now displayed in the heading of the report.

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FINANCE | SITE MAP | HELP | EXIT

Main Menu | Employees | Personal Information

Fiscal year: 2008 **Fiscal period:** 01

Comparison Fiscal year: None **Comparison Fiscal period:** None

Commitment Type: All

Chart of Accounts: 1

Fund:

Organization: 1XXXX

Fund Type:

Account: Account Type:

Program:

☒ Include Revenue Accounts

Save Query as:

☐ Shared

Submit Query

Budget Queries Encumbrance Query Requisition View Document Finance Home page Email Financial Services

Figure 9

any time.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Apr 30, 2007			
As of Apr 30, 2007			
Chart of Accounts	1 Dalhousie University	Commitment Type	All
Fund	All	Program	All
Organization	1XXXX Test Organization		
Account	All		

Query Results

Account	Account Title	FY08/PD01 Adjusted Budget	FY08/PD01 Year to Date	FY08/PD01 Commitments	FY08/PD01 Available Balance
6251	Admin &/or Support - Students	0.00	537.68	0.00	(537.68)
6390	General Fringe Benefits	0.00	20.14	0.00	(20.14)
Report Total (of all records)		0.00	557.82	0.00	(557.82)

☐ **Shared**


Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY08/PD01 Adjusted Budget	percent of	FY08/PD01 Adjusted Budget	FY08/PD01 Adjusted Budget	

Figure 10

The account totals are displayed under the previously selected operating ledger columns. By clicking on the highlighted/underlined links, access to the transaction detail level is provided.

The user can select, **Download All Ledger Columns**, to download all the budget status query information to a spreadsheet, or select Download Selected Ledger Columns to save specified information.


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[FINANCE](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

[Main Menu](#) | [Employees](#) | [Personal Information](#)

Report Parameters

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Apr 30, 2007			
As of Apr 30, 2007			
Chart of Accounts:	1 Dalhousie University	Commitment Type:	All
Fund:	All	Program:	All
Organization:	XXXX Test Organization		
Account:	6032 Academic Student		

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Apr 27, 2007	Apr 27, 2007	<u>F0026432</u>	HR Payroll 2007 B1 9 0	187.20	HGNL
Report Total (of all records):				187.20	

Available Budget Balance: (187.20)


☐ **Shared**

Figure 11

When the Transaction Report is retrieved, the report generated shows detail that makes up the displayed total by Document number and Rule Class (see Appendix A for a list of rule classes and descriptions). A user may select the underlined link on the Document Number to retrieve the Document Detail and Related Documents Report.

The Document Detail and Related Documents Report display all the FOAPAL values for all accounting sequences that are on the Document Selected.

At the bottom of this report is a Related Documents View. This listing allows the user to see all documents that are related to the document. The Transaction Date, Document Type, Document Code, and Status Indicator are displayed. Select the document number to view the document, if it is highlighted or underlined.



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FINANCE | SITE MAP | HELP | EXIT

Main Menu | Employees | Personal Information

Select Document

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	All
Document Code:	I2402381	Description:	Alloy Concepts
Transaction Date:	04-Oct-2006		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Amount	Rule Class Code
1	4xxxx	4xxxx	7040	319.20	INEI
1	4xxxx	4xxxx	7040	(26.26)	REBT

☐ **Shared**

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Sep 21, 2006	Purchase Order	P9044139	Approved
Sep 19, 2006	Requisition	R0006472	Approved
Oct 03, 2006	Receiving Documents	Y2040909	Completed
Oct 10, 2006	Check Disbursement	C3147215	Final Reconciliation

[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [View Document](#) | [Finance Home page](#) | [Email Financial Services](#)

Figure 12

Budget Query by Organizational Hierarchy

The Budget Status by Organizational Hierarchy option allows users to review budget information for Organizations:

- Hierarchical Structure
- Specific Fund Type, i.e. Research (RE) vs. Operating (OP).
- Account Type

This query provides the Faculty or Department Administrator with the ability to query on an Organization Unit and view summary information by Faculty and/or Responsible Unit. The User can continue to drill down to the posting level Organization Unit. At this level you will be able to drill down through Account Type summaries and can continue down to actually view a specific document.

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FINANCE | SITE MAP | HELP | EXIT

Main Menu Employees Personal Information

For a Budget Query to be successful, a user with Fund/Organization Query access must enter a value in the Organization field as well as the Fiscal Period, Year and Chart of Accounts fields. All information retrieved is through the Fiscal Year to Date.

You may select a Fiscal Period and Year to compare to the required Fiscal Period and Year. With this selection, all the details that are retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year:	2007	Fiscal period:	14
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	1		
Fund			
Organization	D1xxxx		
	Fund Type		
Account		Account Type	
Program			

☐ Include Revenue Accounts

Save Query as:

☐ Shared

Budget Queries Encumbrance Query Requisition View Document Finance Home page Email Financial Services

Figure 13

Creating a Query by Organizational Hierarchy

When a user selects the Budget queries link, a screen appears on which the user may create a query by Organizational Hierarchy. To create a query, the user selects the desired option from the appropriate pull-down list and selects the action button. The system displays the Operating Ledger Data selection screen. Here, the user selects or deselects a choice of columns for display (see figure 8).

The user is presented with the Parameters selection screen. The user enters: the Fiscal year and period (to date) for which to query information, a Chart of Accounts, and a high-level reporting Organization.

Report Parameters

Organization Budget Status Report			
By Organization			
Period Ending Mar 31, 2007			
As of May 10, 2007			
Chart of Accounts	1 Dalhousie University	Commitment Type	All
Fund	All	Program	All
Organization	D1XXXX TEST DEPARTMENT		
Account	All		

Query Results

Organization	Organization Title	FY07/PD14 Adjusted Budget	FY07/PD14 Year to Date	FY07/PD14 Commitments	FY07/PD14 Available Balance
D1XXXX	TEST DEPARTMENT				
1XXXX	Test Orgn 1	(401,569.00)	(403,000.18)	(411,513.62)	412,944.80
2XXXX	Test Orgn 2	(28,638.00)	(26,735.20)	0.00	(1,902.80)
5XXXX	Test Orgn 3	(1,008.19)	0.00	0.00	(1,008.19)
5XXXX	Test Orgn 4	616.00	0.00	0.00	616.00
6XXXX	Test Orgn 5	0.00	68,393.85	0.00	(68,393.85)
D1XXXX	Rollup	(430,599.19)	(361,341.53)	(411,513.62)	

Download All Ledger Columns

Download Selected Ledger Columns

Save Query as

☐ Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY07/PD14 Adjusted Budget	percent of	FY07/PD14 Adjusted Budget	FY07/PD14 Adjusted Budget	
Perform Computation				

Figure 14

Once the query is submitted, budget information is retrieved for all reporting organizations for the selected operating ledger columns. A user can select the underlined link to retrieve budget detail for a specific organization.

After the user selects a specific organization, the organization's budget information reappears (this allows the query to set itself for the more detailed levels). The user then selects the organization's code once again to retrieve budget information for that organization's External Account Type level one information.

Report Parameters

Organization Budget Status Report		
By Account Type		
Period Ending Mar 31, 2007		
As of May 10, 2007		
Chart of Accounts	1 Dalhousie University	Commitment Type All
Fund	All	Program All
Organization	1 XXXX Test Orgn 1	
Account	All	

Query Results

Account Type	Account Type Title	FY07/PD14 Adjusted Budget	FY07/PD14 Year to Date	FY07/PD14 Commitments	FY07/PD14 Available Balance
50	Revenue & Recoveries	850,615.00	912,105.45	0.00	(61,490.45)
60	Salary & Payroll Related Exp.	(643,023.00)	(677,351.85)	0.00	34,328.85
70	Non Salary Expenditures	(569,161.00)	(626,835.78)	(411,513.62)	469,188.40
80	Transfers	(40,000.00)	(10,918.00)	0.00	(29,082.00)
1XXXX	Rollup	(401,569.00)	(403,000.18)	(411,513.62)	

[Download All Ledger Columns](#)[Download Selected Ledger Columns](#)

Save Query as

☐ Shared**Compute Additional Columns for the query**

Column 1	Operator	Column 2	Display After Column	New Column Description
FY07/PD14 Adjusted Budget	percent of	FY07/PD14 Adjusted Budget	FY07/PD14 Adjusted Budget	
Perform Computation				

Figure 15

When the External Account Type level one information is retrieved, links are provided that retrieve External Account Type, level two, information for the specified account type.

Report Parameters

Organization Budget Status Report			
By Account Type			
Period Ending Mar 31, 2007			
As of May 10, 2007			
Chart of Accounts	1 Dalhousie University	Commitment Type	All
Fund	All	Program	All
Organization	1 XXXX Test Orgn 1		
Account	All		

Query Results

Account Type	Account Type Title	FY07/PD14 Adjusted Budget	FY07/PD14 Year to Date	FY07/PD14 Commitments	FY07/PD14 Available Balance
71	Library acquisitions	(1,027.00)	(1,986.33)	0.00	959.33
72	Laboratory & teaching supplies	(398,817.00)	(425,945.71)	(344,496.69)	371,625.40
73	Equipment and service	(1,668.00)	(53,540.17)	0.00	51,872.17
74	Finance costs				
75	Utilities and taxes				
76	Externally contracted services	(27,642.00)	(33,330.77)	(34,540.20)	40,228.97
77	Scholarships - NONPAYROLL				
78	Ancillary cost of sales and service				
79	Travel	(3,948.00)	(4,093.37)	0.00	145.37
7A	Amortization of capital assets				
7B	General operating	(102,866.00)	(83,224.30)	(32,476.73)	12,835.03
7C	TO BE REMOVED - DO NOT USE- SEE 7R				
7R	Internal Expenditures	(33,193.00)	(24,715.13)	0.00	(8,477.87)
7Z	Appropriations				
70 Rollup		(569,161.00)	(626,835.78)	(411,513.62)	

[Download All Ledger Columns](#)
[Download Selected Ledger Columns](#)

Figure 16

Once the External Account Type, level two, information has been brought back, the user can view budget information at this level for selected columns. An underlined link is provided so that the detail can be retrieved for each account.

Report Parameters

Organization Budget Status Report			
By Account Type			
Period Ending Mar 31, 2007			
As of May 10, 2007			
Chart of Accounts	1 Dalhousie University	Commitment Type	All
Fund	All	Program	All
Organization	1 XXXX Test Orgn 1		
Account	8700 General Operation Expense		
Account Type	7B General operating		

Query Results

Account Type	Account Type Title	FY07/PD14 Adjusted Budget	FY07/PD14 Year to Date	FY07/PD14 Commitments	FY07/PD14 Available Balance
7B	General operating	(1,566.00)	(1,114.82)	0.00	(451.18)
7B Rollup		(1,566.00)	(1,114.82)	0.00	

[Download All Ledger Columns](#)
[Download Selected Ledger Columns](#)
 Save Query as

☐ Shared

Figure 17

At successive levels, the Organization Budget Status by Organization, by Account Type, and by Account reports are retrieved. The parameters that were selected are now displayed in the header of the report. The user can select Download All Ledger Columns to download all the budget status query information to an Excel spreadsheet, or select Download Selected Ledger Columns to save specified information to an Excel spreadsheet.

Report Parameters

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Mar 31, 2007			
As of May 10, 2007			
Chart of Accounts:	1 Dalhousie University	Commitment Type:	All
Fund:	All	Program:	All
Organization:	XXXX Test Orgn 1		
Account:	8700 General Operation Expense		
Fund Type:	All	Account Type:	7B General operating

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Mar 26, 2007	Mar 26, 2007	<u>J0060246</u>	MOVE J005992	(8.19)	JE16
Mar 19, 2007	Mar 19, 2007	<u>J0059926</u>	transfer to to close	8.19	JE16
Mar 31, 2007	Mar 31, 2007	<u>I2437205</u>	N	323.14	INNI
Mar 31, 2007	Mar 31, 2007	<u>I2437205</u>	Harmonized Sales Tax	(3.38)	REBT
Feb 21, 2007	Feb 21, 2007	<u>I2428243</u>	N	68.34	INNI
Jan 26, 2007	Jan 26, 2007	<u>I2423695</u>	N	57.77	INNI
Jan 26, 2007	Jan 26, 2007	<u>I2423695</u>	Harmonized Sales Tax	(1.31)	REBT
Nov 21, 2006	Nov 21, 2006	<u>I2411382</u>	N	90.72	INNI
Nov 21, 2006	Nov 21, 2006	<u>I2411382</u>	Harmonized Sales Tax	(5.27)	REBT
Mar 31, 2007	Apr 19, 2007	<u>F0026280</u>	Apr07 02868 H - F05631	171.51	JE16
Mar 31, 2007	Apr 02, 2007	<u>F0026160</u>	ACB#32295379 IF016392	14.67	JE16
Feb 26, 2007	Feb 27, 2007	<u>F0025637</u>	Feb07 02868 A	75.61	JE16
Jan 26, 2007	Jan 30, 2007	<u>F0025295</u>	Jan07 02868 H - Nov 20/	81.95	JE16
Oct 26, 2006	Oct 27, 2006	<u>F0024468</u>	Oct06 02868 H - F05631	241.07	JE16
Report Total (of all records):				1,114.82	

Available Budget Balance: 451.18

Download

Figure 18

When the Transaction Report is retrieved, the report generated shows detail that makes up the displayed total by Document number and Rule Class (see Appendix A for a list of rule classes and descriptions). A user may select the underlined link on the Document number to retrieve the Document Detail and Related Documents Report.

The Document Detail and Related Documents Report display all the FOAPAL values for all accounting sequences that are on the Document Selected. At the bottom of this report is a Related Documents View. This listing allows users to see all documents that are related to the document. The Transaction

Date, Document Type, Document Code, and Status Indicator are displayed. Select the document number to view the document.

Select Document

Detail Transaction Report

Document Type:	Invoice	Commitment Type:	All
Document Code:	I2437205	Description:	N
Transaction Date:	31-Mar-2007		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Amount	Rule Class Code
1	1XXXX	1XXXX	8670	47.56	INNI
1	1XXXX	1XXXX	8700	323.14	INNI
1	1XXXX	1XXXX	8670	(2.52)	REBT
1	1XXXX	1XXXX	8700	(3.38)	REBT

Save Query as

☐ Shared

Another Query

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Apr 03, 2007	Check Disbursement	I0052463	

[Budget Queries](#)
[Encumbrance Query](#)
[Requisition](#)
[View Document](#)
[Finance Home page](#)
[Email Financial Services](#)

RELEASE: 7.2

Figure 19

Budget Quick Query

This query provides you with simplified access to the current YTD status of a budget. When you choose this option, be aware of the following:

- Only one parameter page displays for this query (Figure 19). Ledger fields displayed include the following: Adjusted Balance, Year to Date, Net Commitments, and Available Balance.
- You can enter the fiscal year to display YTD data
- You can specify Chart and FOAPAL information and use the percent sign (%) as a wild card.
- It does **NOT** provide the ability to drill into transaction details.

https://dalonline.dal.ca/PROD/bwfrpvu.P_Budget_Start - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Go Links

Address https://dalonline.dal.ca/PROD/bwfrpvu.P_Budget_Start

DALHOUSIE UNIVERSITY
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DAL ONLINE

FINANCE | SITE MAP | HELP | EXIT

Main Menu Employees Personal Information

Enter a value in the Organization field as well as the Fiscal Year and Chart of Accounts fields. All information retrieved is through the fiscal year to date.

Fiscal year: 2007

Chart of Accounts 1

Fund

Organization 1XXXX Account

Program

Commitment Type: All

☐ Include Revenue Accounts

Save Query as:

☐ Shared

Submit Query

Budget Queries Encumbrance Query Requisition View Document Finance Home page Email Financial Services

RELEASE: 7.2

Figure 20

https://dalonline.dal.ca/PROD/bwfrpvu.P_Budget_Start - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address https://dalonline.dal.ca/PROD/bwfrpvu.P_Budget_Start Go Links

Report Parameters

Organization Budget Status Report

By Account

Period Ending Mar 31, 2007

As of May 04, 2007

Chart of Accounts	1 Dalhousie University	Commitment Type	All
Fund	All	Program	All
Organization	1XXXX Test Orgn 1		
Account	All		

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
6160	Administrative Classified	1,333,421.00	1,307,573.07	0.00	25,847.93
6161	Administrative Excluded	146,325.00	140,316.51	0.00	6,008.49
6165	Clerical Full Time (NSGEU)	711,836.00	711,713.23	0.00	122.77
6166	Clerical Full Time (CCS)	66,398.00	65,943.52	0.00	454.48
6200	Technical Full Time (NSGEU)	28,679.00	24,087.80	0.00	4,591.20
6250	Admin &/or Support - Other	8,240.00	24,597.40	0.00	(16,357.40)
6390	General Fringe Benefits	451,605.00	446,514.51	0.00	5,090.49
6395	Supplementary Arrangement	0.00	6,008.49	0.00	(6,008.49)
6396	Special Pensions	13,637.00	13,637.30	0.00	(0.30)
7000	Library Books	1,000.00	1,123.97	0.00	(123.97)
7040	Laboratory Supplies	0.00	0.00	2,667.60	(2,667.60)
7050	Photo/AudVis/Graphics Internal Exp	100.00	48.25	0.00	51.75
7099	Computer Hardware Purchases	10,000.00	0.26	0.00	9,999.74
7100	General Equipment Purchases	12,850.00	5,765.98	5,529.00	1,555.02
7102	Computer Software Purchases	10,000.00	0.26	0.00	9,999.74

Done Internet

Figure 21

Budget Summary Query

The Budget Summary Query link allows users with security access at the faculty or department level to view the summarized balances by account (Revenue & Expense) number and fund type for their high-level organization code (Sxxxx, Axxxx or Dxxxx).

Parameters for Budget Summary Query

To run a successful query, the following parameters are required:

Parameters	Description
Fiscal Year	If current fiscal year is 2009/2010, select 2010 or a prior fiscal year. It is always the second calendar year that is labeled the fiscal year.
Fiscal Period	Select the period you wish to view. Period 01=April, Period 02=May, etc.

Chart of Accounts	This should always be one (1)
Commitment Type	This defaults to All . Leave at all.
Fund Type	<p>This describes the type of fund (Operating, Research, Endowment, etc)</p> <p>There are a few options:</p> <ul style="list-style-type: none"> • leave blank for all fund types • OPBUD = Operating Budget • OPSPC = Operating - Special • OPDAL = Operating Dalhousie Central Budget • RE = Research • TR = Special Purpose • EN = Endowment • CA = Capital
Organization	Enter your senior administration or department code (SXXXX or DXXXXX). You must have the same access level in order for this query to work.
Account	<p>This is the four character code that represents the revenue and expense number.</p> <p>There are three options:</p> <ul style="list-style-type: none"> • Leave field blank for all accounts • Enter the specific four digit income statement account number • Enter partial account number with a percent sign as wildcard (7%)
Include Revenue Accounts	Check this box if you wish to view revenue accounts (5xxx)

Summarized Budget Query

The Summarized Budget Query allows you to view balances by accounts and fund type for a high-level organization code (eg. Sxxxx or Dxxxx).

To run a successful query, the following parameters are required:

Fiscal Year = if current fiscal year is 09/10, select 2010 or select a prior fiscal year
Fiscal Period = select the period you wish to view (eg. Sept = 06)
Chart of Accounts = 1
Fund Type = there are a few options:
a. leave blank for all fund types
b. OPBUD = Operating Budget, OPSPC = Operating - Special, OPDAL = Operating Dalhousie Central Budget
c. RE = Research, TR = Special Purpose, EN = Endowment, CA = Capital
Organization = enter your Senior Admin or Responsible Unit code (eg. Sxxxx or Dxxxx)
Account = there are three options:
a. leave field blank for all balance sheet accounts,
b. enter four digit balance sheet account, or
c. enter partial account number with percent sign (eg. 38%)
Include Revenue Accounts = if you wish to view revenue accounts (5xxx), place a check mark in this box.

Summarized Budget Query
by Organizational Hierarchy

Parameter Entry

Fiscal Year: 2010 Fiscal Period: 14
Chart of Accounts: 1 Commitment Type: All
Fund Type:
Organization:
Account: ☐ Include Revenue Accounts

Submit Query

RELEASE: D1.0

Figure 22

Once the above has been entered, click on the **Submit Query** button.

Summarized Budget Query by Organization Results

Once the parameters are selected and submitted, the Balance Sheet query brings back information on the related balance sheet transactions that have been posted for the given fund and account(s). The Balance Sheet Transactions by Fund report displays the following information:

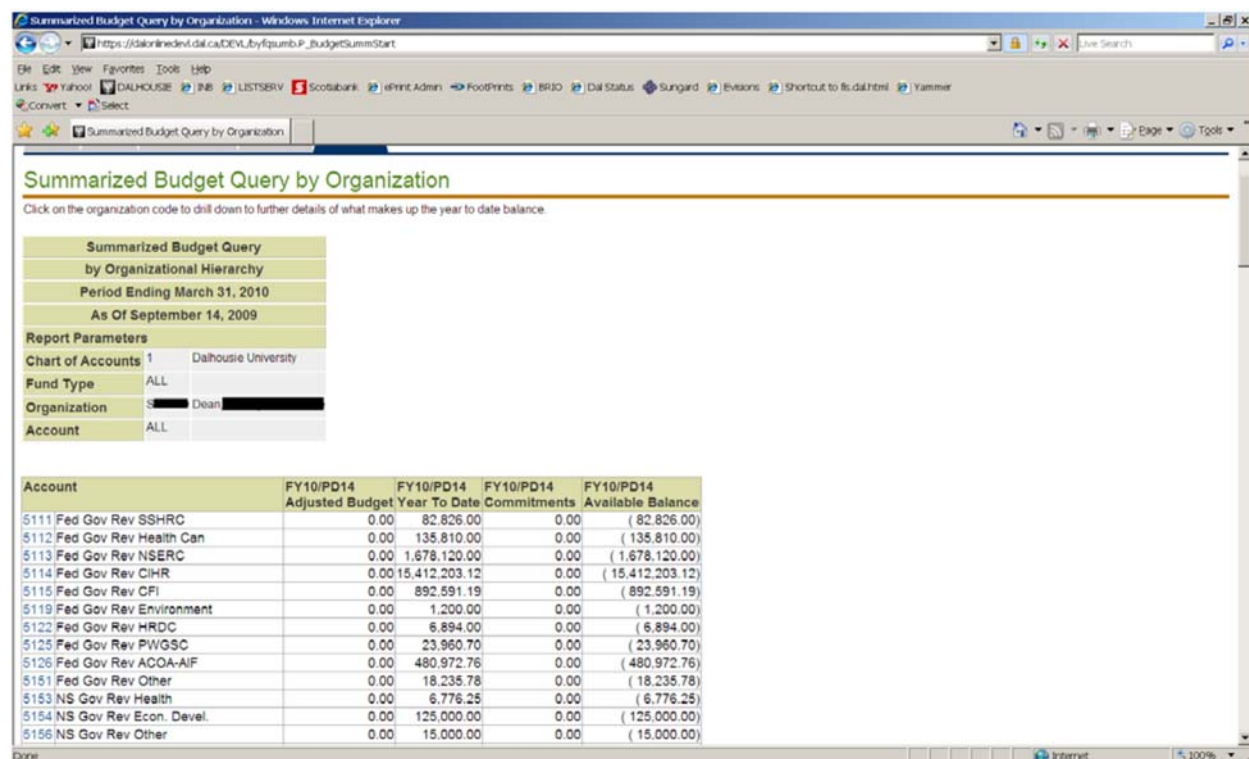


Figure 23

Header Information

- Ending date of the fiscal period for which the report is generated
- Chart of Accounts = 1 for Dalhousie University
- Fund Type entered on Parameters Screen
- FOAPAL Elements entered on Parameters Screen

Detail Information

Field Name	Description
Account	Revenue or Expense sub-account number and description of the account number
Adjusted Budget	If a budget has been entered for the account number, it will display.
Year To Date	Total amount posted to the account number
Commitments	Total amount committed against the account number
Available Balance	Formula: Adjusted Budget – Year to Date - Commitments
Revenue Total	Summary total of all revenue accounts
Expense Total	Summary total of all expense accounts
Report Total	Formula: Revenue Total – Expense Total

Note: Year to Date balances will display differently given the type of account.

Account Type	Displays as Positive Amount	Displays as Negative Amount
Revenue	Credit balance	Debit balance
Expense	Debit balance	Credit balance

Depending on the Organization code entered (Sxxxx, Axxxx or Dxxxxx), you can click on the Account number to find out the total spent on the given account number at the department level or posting organization level.

If the totals by Department are displaying, you can click on the department code to find out which posting organization make up the departmental total.

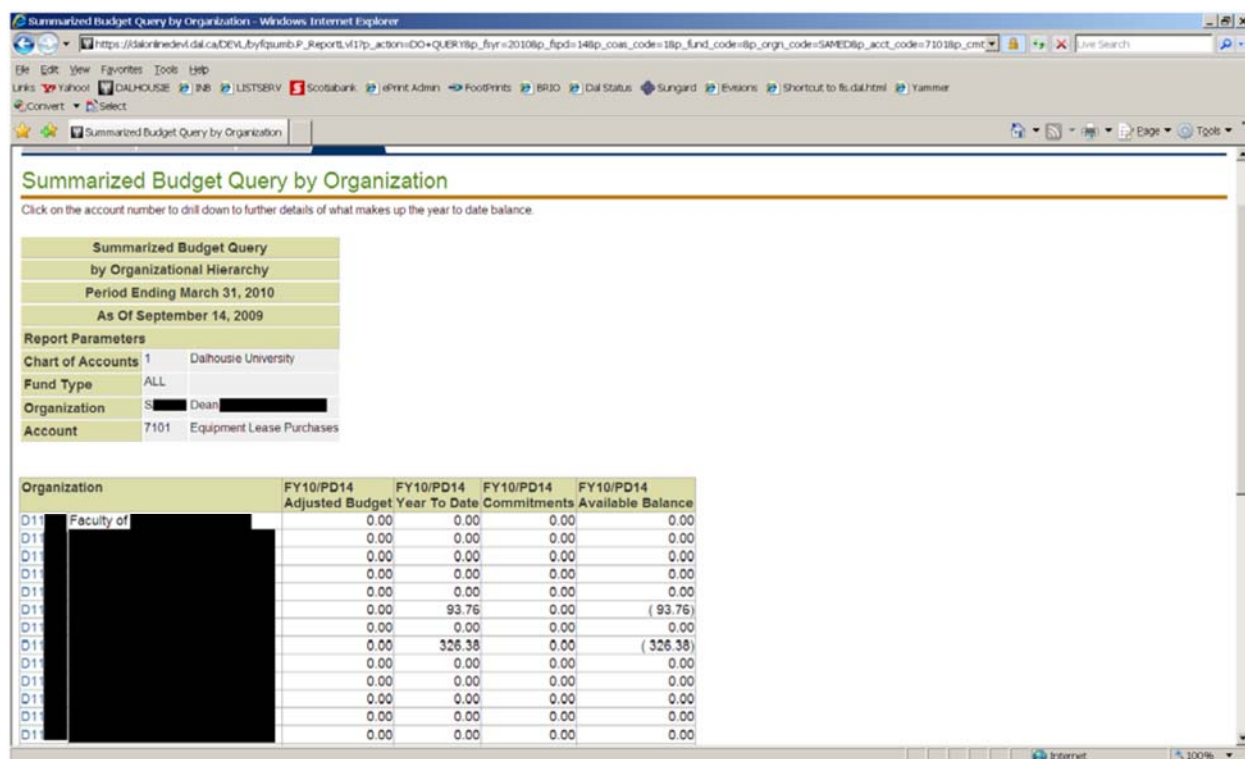


Figure 24

Once you are viewing the posting level organization code, you can click on the Year To Date figure to find the transactions that make up this total. At this point, click on the Document Code to view the transaction.

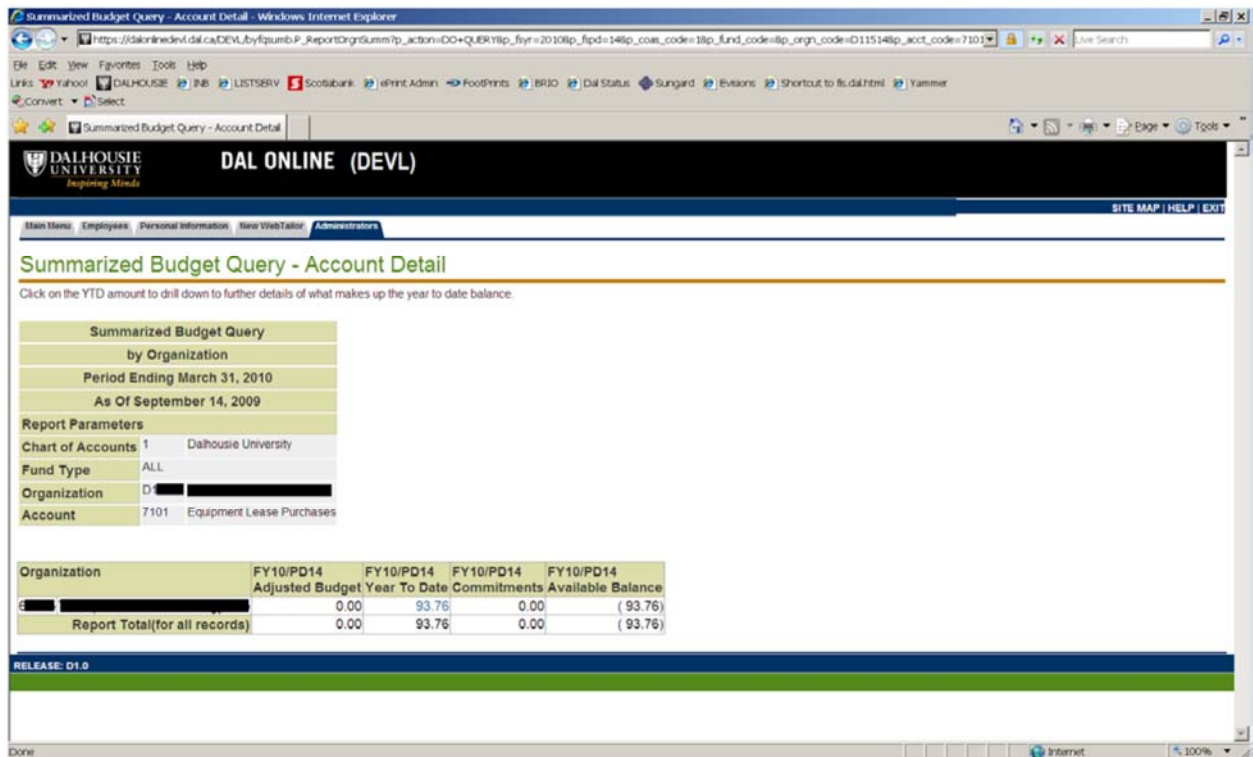


Figure 25

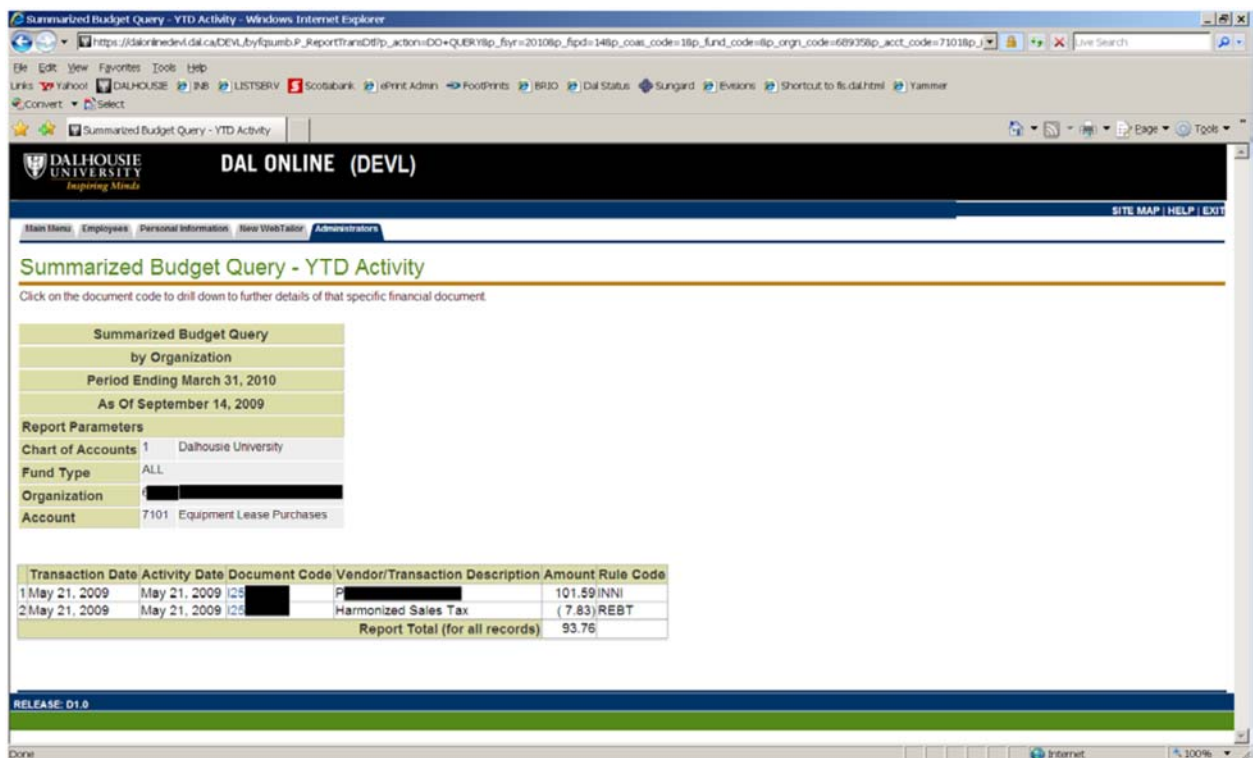


Figure 26

Take Budget Summary Query Results to Excel

To take the Budget Summary Query results to Excel:

- Place your cursor at the start of the information you wish to move to Excel and click.
- Hold down on the Shift key
- Scroll to the end of the data that you want to copy out of this query.

All of the data should now be highlighted.

- To copy the data, press CTRL and C
- Open Excel
- In a new worksheet, press CTRL V to paste

Balance Sheet Query

The Balance Sheet Query link allows a user to view all balance sheet transactions recorded in the Finance system by fund and account for a given period or year to date.

NOTE: At Dalhousie University the fund equals the organization code (5 digits)

The results of the query can be copied by selecting all of the data, then press Ctrl C. The information can then be pasted into Excel.

Parameters for Balance Sheet Query

To run a successful query, the following parameters are required:

Parameter	Description
Fiscal Year	If current fiscal year is 2009/2010, select 2010 or a prior fiscal year. It is always the second calendar year that is labeled the fiscal year.
Fiscal Period	Select the period you wish to view. Period 01=April, Period 02=May, etc.
Display Transaction For: Selected Period Only Year To Date	This option will only display the transactions for the period selected. This option will display all of the transactions from Period 01 to the period selected.
Chart of Accounts	This should always be one (1)

Fund	Enter your five digit fund code . At Dalhousie, the Fund and Organization code always equal.
Account	<p>This is the four character code that represents the asset and liability number.</p> <p>There are three options:</p> <ul style="list-style-type: none"> • Leave field blank for all balance sheet accounts • Enter the specific four digit balance sheet account number • Enter partial account number with a percent sign as wildcard (eg. 38%)

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Balance Sheet Query Parameters

The Balance Sheet Query allows you to view balance sheet transactions by account for a specific fund and account(s).

To run a successful query, the following parameters are required:

Fiscal Year = if current fiscal year is 09/10 select 2010 or select a prior fiscal year
Fiscal Period = select the period you wish to view (eg. Sept = 06)
Display Transactions for = select Selected Period Only for those transactions posted in the given period or select Year To Date for all transactions posted up to and including the given period
Chart of Accounts = 1
Fund = enter your five digit fund code (eg. 10000)
Account = there are three options:
a. leave field blank for all balance sheet accounts,
b. enter four digit balance sheet account, or
c. enter partial account number with percent sign (eg. 38%)

Balance Sheet Transactions by Fund

Parameter Entry

Fiscal Year: 2007 Fiscal Period: 14
Display Transactions for: ☒ Selected Period Only ☐ Year To Date
Chart of Accounts: 1
Fund: 1
Account: 1

Submit Query

RELEASE: D1.0

Figure 27

Once the above has been entered, click on the **Submit Query** button.

Balance Sheet Transactions by Fund Results

Once the parameters are selected and submitted, the Balance Sheet query brings back information on the related balance sheet transactions that have been posted for the given fund and account(s). The Balance Sheet Transactions by Fund report displays the following information:

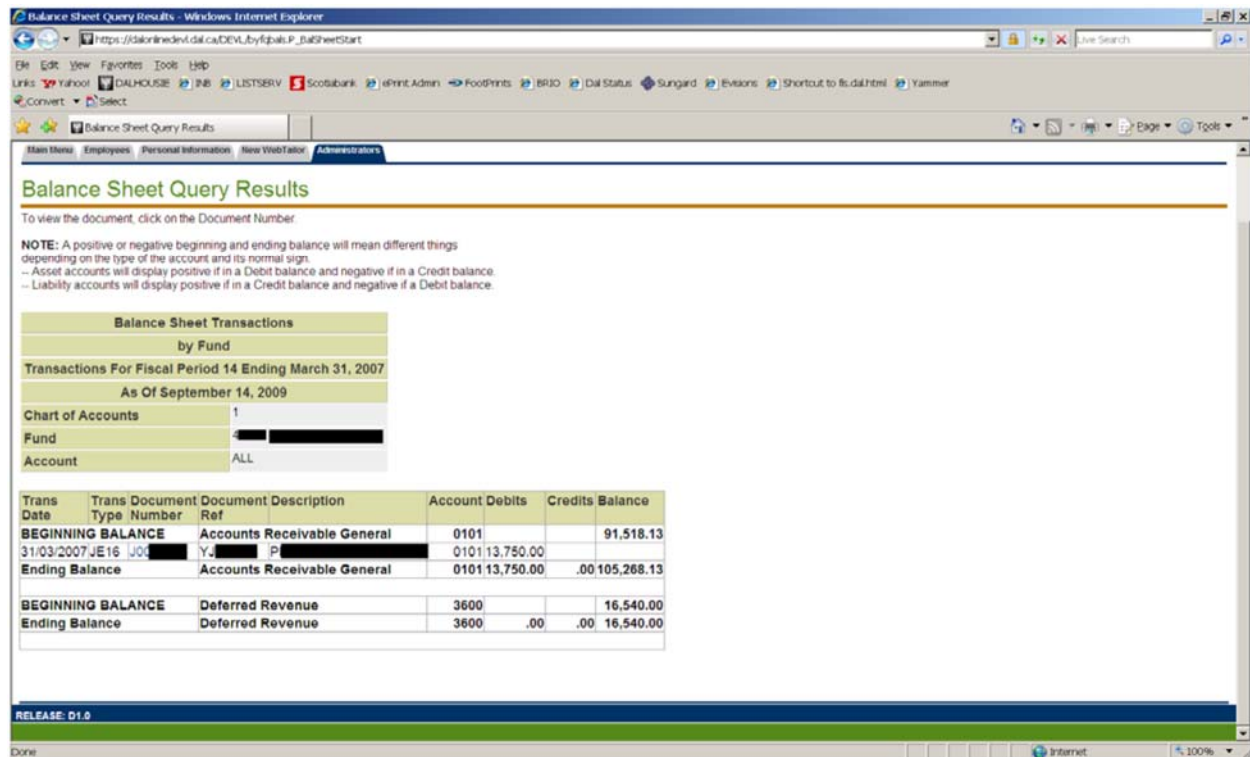


Figure 28

Header Information

- Ending date of the fiscal period for which the report is generated
- Chart of Accounts = 1 for Dalhousie University
- FOAPAL Elements entered on Parameters Screen

Detail Information

Field Name	Description
Transaction Date	The date the transaction was posted in Banner
Transaction Type	The rule code that describes the transaction posted. For further description of the codes, see Appendix A
Document Code	Unique identifier for the commitment
Document Reference	Depending on the type of transaction posted, this will be a reference number to link the transaction to the paper document submitted, eg. deposit form "D" # or journal entry form "J" #
Description	Brief information that describes the transaction
Account	Asset, Liability or Equity sub-account number.

Debits	The value posted as a debit
Credits	The value posted as a credit
Balance	Displays the Beginning and Ending balances.

A positive or negative beginning and ending balance will mean different things depending on the account and the accounts “normal” sign.

NOTE:

- Asset accounts will display as a positive amount if the account is in a debit balance and negative if in a credit balance.
- Liability accounts will display as a positive amount if the account is in a credit balance and negative if in a debit balance.

At this point, you can click on the document id to view further details of the transactions.

Take Balance Sheet Query Results to Excel

To take the Balance Sheet Query results to Excel:

- Place your cursor at the start of the information you wish to move to Excel and click.
- Hold down on the Shift key
- Scroll to the end of the data that you want to copy out of this query.

All of the data should now be highlighted.

- To copy the data, press CTRL and C
- Open Excel
- In a new worksheet, press CTRL V to paste

Commitment Query

The Commitment Query allows users to view purchase requisitions, purchase orders, capital encumbrances and salary encumbrances (totals not by individuals) information by account for specified FOAPAL parameters (Fund/Organization, Account). Users may enter any or all values for these parameters as long as one condition is met: they must populate the **Organization** field to submit a query.

Note: The wildcard (%) is an acceptable entry for Fund, Organization, and Account.

https://dalonline.dal.ca/DEV/tyfrpq/P_Encomb_Start - Windows Internet Explorer

https://dalonline.dal.ca/DEV/tyfrpq/P_Encomb_Start

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Main Menu Employees Personal Information New WebTool Administrators

The Encumbrance Query allows you to view encumbrance information by account for specified FOAPAL parameters (Fund, Organization, Account). The "Organization" field is required to submit a query.

Two types of queries may be saved. A "Personal" query is retrievable only by the user who created it. A "Shared" query is retrievable by any user.

Use Save Query As to avoid overwriting an existing template.

Existing Query: None
Retrieve Query

Fiscal year: 2010 Fiscal period: 14

Commitment Status: Open

Commitment Type: All

Chart of Accounts: 1

Fund:

Organization:

Fund Type:

Account:

Account Type:

Program:

Save Query as:

☐ Shared

Submit Query

RELEASE: 7.2 DAL

Internet 100%

Figure 29

Organization Commitment Status Report

Once the parameters are selected for a particular query and submitted, the Commitment query brings back information on the related commitments by account. The Organization Commitment Status Report displays the following information:

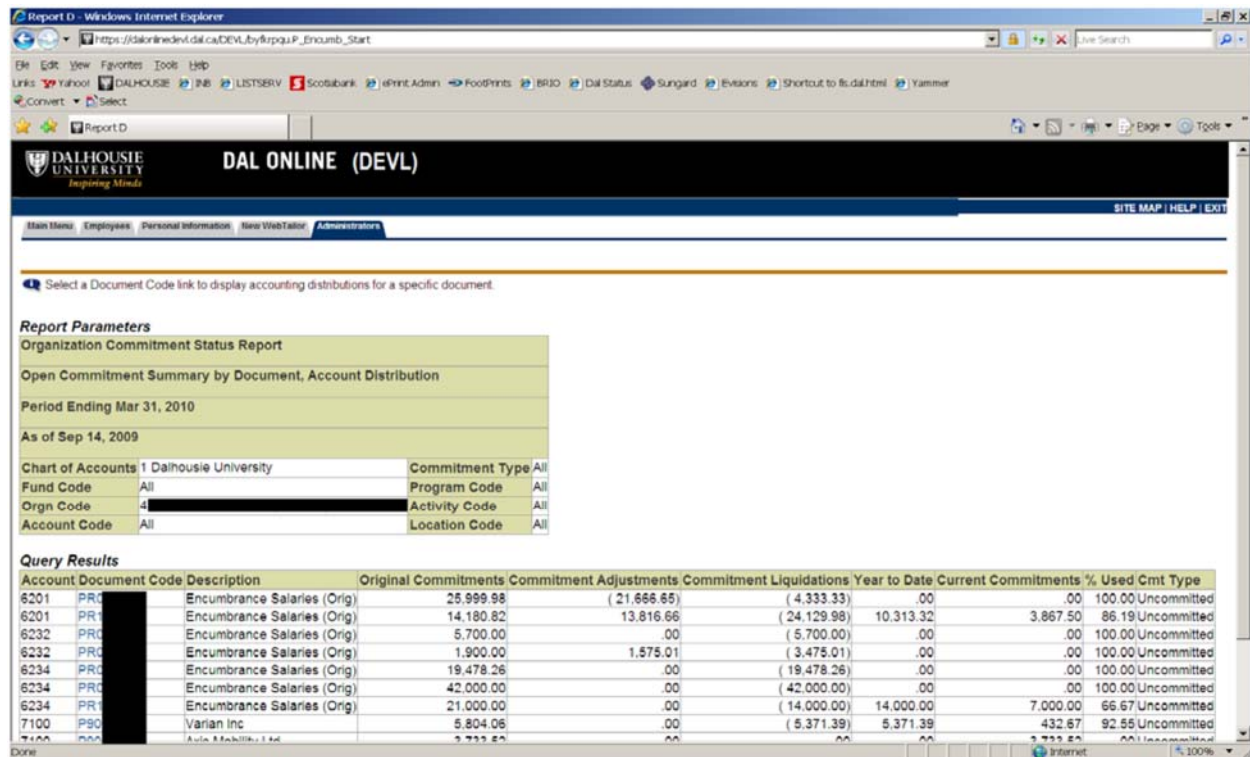


Figure 30

Header Information

- Ending date of the fiscal period for which the report is generated
- Chart of Accounts = 1 for Dalhousie University
- FOAPAL Elements entered on Parameters Screen

Detail Information

Field Name	Description
Account	Expense code (4 digits)
Document Code	Unique identifier for the commitment
Description	Requisitions – Requestor Name Purchase Orders – Vendor Name Capital Encumbrances – Project # plus enc # Salary Encumbrance – “Encumbrance Salaries (Orig)”
Original Commitment Amount	The amount the commitment was initially posted as in Banner

Commitment Adjustments	Any adjustments to increase/decrease the original commitment, eg. Change in percentage of salary being charged to the orgn or additional item received on PO
Commitment Liquidations	Total of invoices, payroll or PO closes being processed
Year to Date Amount	This total is the Commitment Liquidation amount less the HST/GST Rebate given back to the orgn
Current Commitments	Total of Original + Adjustments – Liquidations
Percentage Used	The percentage of the commitment remaining outstanding
Screen Total	Total for the commitments listed on the screen
Running Total	Total of all commitments on prior screens plus current screen
Report Total	Total of all commitments

The user may then select the underlined Document Code link to view the specific accounting distribution(s) that make up the entire document. The user can select the document code on the next page to view the document.

Document Accounting Distributions Screen

The following information will be displayed on the Document Accounting Distributions page.

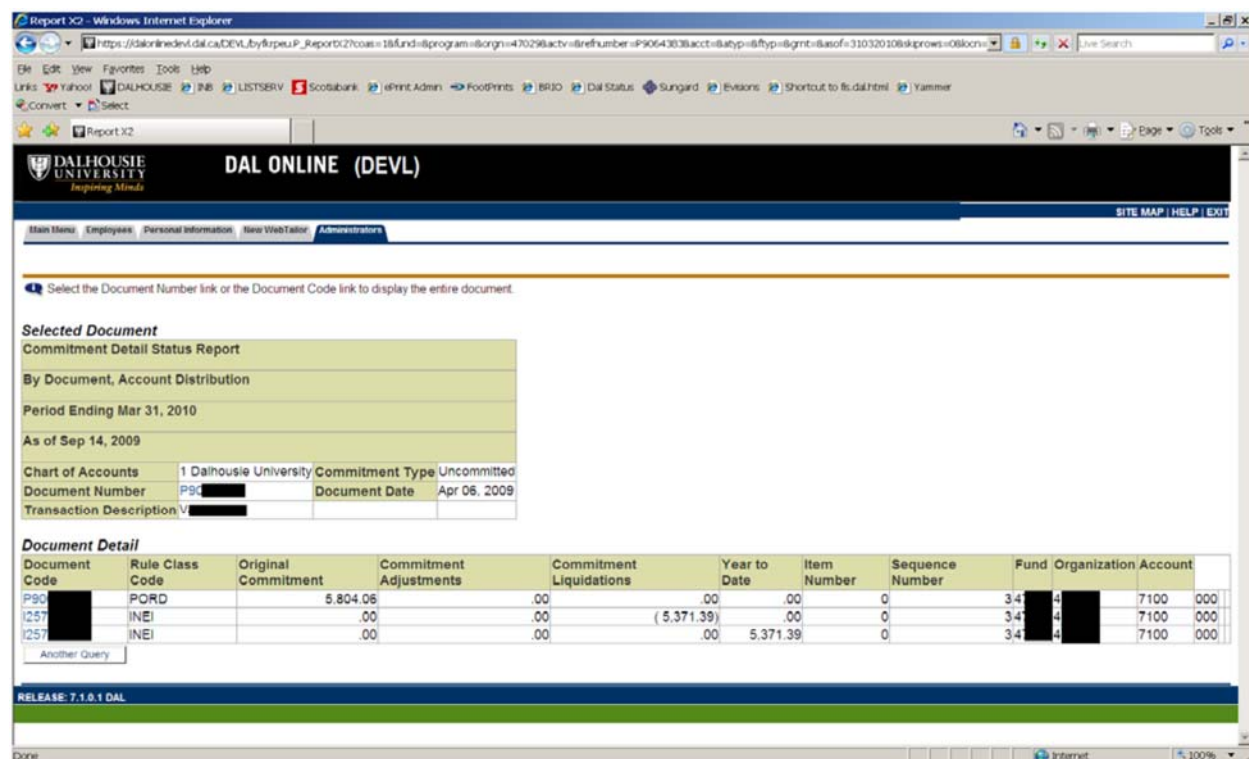


Figure 31

Header Information

- Ending date of the fiscal period for which the report is generated
- Chart of Accounts = 1 for Dalhousie University
- Document Number
- Transaction Description (Requisitions - Requestor Name; Purchase Orders – Vendor Name; Capital Encumbrances – Project # plus enc #; Salary Encumbrance – “Encumbrance Salaries (Orig)”
- Document Date = Transaction Date on the original posting of the commitment

Detail Information

Field Name	Description
Document Code	Unique identifier for the commitment
Rule Class Code	A code that describes the type of transaction
Original Commitment Amount	The amount the commitment was initially posted as in Banner

Commitment Adjustments	Any adjustments to increase/decrease the original commitment, eg. Change in percentage of salary being charged to the orgn or additional item received on PO
Commitment Liquidations	Total of invoices, payroll or PO closes being processed
Year to date Amount	This total is the Commitment Liquidation amount less the HST/GST Rebate given back to the orgn
Item Number	On the original posting this will be a zero. If a document has to be cancelled and reestablished so it can be posted again, this number will increase by 1
Sequence Number	A commitment can be posted against multiple FOAPAL lines. This indicates the order for which the FOAPAL has been entered
Fund	A balance sheet item (assets, liabilities, equity). A fund can be restricted (eg. grants) or unrestricted (eg. general). At Dalhousie, the Fund and Organization codes always equal.
Organization	A department/unit within the institution.
Account	A line item within a unit's financial structure. Categories include general ledger accounts (assets and liabilities) and operating ledger accounts (revenues and expenses).

Researcher: Summary & Detail Query

The Researcher: Summary & Detail Query is for Researchers and those assisting the Researcher manage their funds. This query will show the financial information associated with ONLY research and special purpose accounts.

NOTE: While this query will allow the user to change the view from fiscal year to a date range, the University operates on a fiscal year. The ability to use a date range is to assist those Researchers whose research funds don't have a start date of April 1st.

Click on **Researcher: Summary & Detail Query** from the Finance Self-Serve menu.

Finance Self-Serve

Budget Queries

View all financial information by fund/organization and account.

Budget Summary Query

View all financial information summarized by account for a specified fund type and high-level organization code.

Balance Sheet Query

View all balance sheet information by fund and account for a given period or YTD.

Commitment Query

View commitment details from purchase requisitions or orders by fund/organization and account

Researcher: Summary & Detail Query

View summary and detail financial information for Research and Special Purpose accounts (orgn) (34xxx-6xxxx) by Researcher

Salary Encumbrance Query

View salary encumbrance details for employee(s) by fund/organization/account for given encumbrance documents. **For Research only (34xxxx-5xxxx)**

View Document

View document details by document number.

e~Print Repository

Finance Home Page

Email Financial Services

Figure 32

Research – Summary by Account

This will take you to the **Researcher – Summary by Account** page. Depending on your role/access will dictate what you will first see when this page appears.

1. Principal Investigator on the Research/Special Purpose account:

- a. If they haven't been delegated access in Web for Administrators to any other Researcher's accounts, they will only see their own accounts.
- b. If they have been delegated access in Web for Administrator to another Researcher's account(s), the results will default to their accounts but they will have the ability to click on a drop down box to select the other Researcher's name to view their accounts.

2. Person whose been delegated Query/Reports or Spending Authority:

- a. If they only have access to one Researcher's accounts, those accounts will automatically display without the option to select another Researcher's name from the Principal Investigator drop down box.
- b. If they have access to multiple Researchers accounts, before any accounts are shown they must select the Researcher's name from the Principal Investigator drop down box and then click Submit Query.

Researcher - Summary by Account

For Fiscal Year 2013

As of July 27, 2012

The Researcher's Query allows you to review financial information entered in Banner (purchase requisitions, purchase orders, capital

Active status - Account is current; expenses may be incurred conditional on sufficient funds/budget. **Inactive** status - Account is closed; zero balance. **Suspended** status - Account has a remaining balance (credit or debit); but spending is terminated. Depending on the reason for the suspension, the account may be reactivated.

The balance is colour coded to indicate how you are doing in many areas.

If you have access to multiple Researchers accounts, select the name from dropdown box and click Submit Query.

Query takes into consideration only those commitments (roll).

Account has a remaining balance (credit or debit), but spending is terminated. Depending on the reason for the suspension, the account may be reactivated.

Principal Investigator:

Submit Query

Click on the Account code to drill into detail information about the account

Account (Fund/Orgn)	Title	Agency	End Date	Status	Principal Investigator	Available Balance After Commitments
4000	G H	Social Sciences & Humanities Research Council	14-JUL-11	Active		1,097.20
4000	G H	3M Canada Co	31-MAR-16	Suspended		29,007.18
4000	G H	RESEARCH Internal	31-DEC-10	Active		1,622.95
4000	G H	Social Sciences & Humanities Research Council	31-MAY-13	Active		52,220.20
4000	GR	RESEARCH Misc External		Active		2,957.76
4000	GR	RESEARCH Internal	30-SEP-12	Active		(388.26)
4000	G H	RESEARCH Internal	30-JUN-16	Active		106.34
4000	C H	Cda Govt Dept Fisheries & Oceans	31-MAR-08	Active		1,129.83

Figure 33

Field	Description
Account (Fund/Orgn)	<p>The "accounts" list are the organization codes the Principal Investigator is considered the Unit Authority for in Banner</p> <p>This is a 5 digit code provided to you by the Research Accounting office.</p> <p>Note: If any other queries are run in FSS, this code would be referred to as Organization.</p> <p>By clicking on the account number, you can drill into this account for specific information concerning this account.</p>
Title	This is the title associated with this account.
Agency	The agency that has provided the funds to the Researcher.
End Date	The end date associated with the account.
Status	<p>The status of the account within Banner.</p> <p>Active status – Account is current; expenses may be incurred conditional on sufficient funds/budget.</p> <p>Inactive status – Account is closed; zero balance</p> <p>Suspended status - Account has a remaining balance (credit or debit); but spending is terminated. Depending on the reason for the</p>

	suspension, the account may be reactivated upon resolution of the remaining balance. Please contact Research Acctg Administrator to discuss possible reactivation.
Principal Investigator	The Researcher that is the Unit Authority for the account.
Available Balance After Commitments	<p>This is the amount of funds that are currently available in the current fiscal year. The balance is colour coded to indicate how you are doing in managing the funds.</p> <p>Health Fund – greater than 10% of funds are available (Green)</p> <p>10% or less of the funds are available – this is a warning that you have 10% or less of your funds still available for use (orange)</p> <p>Overspent Fund – no funds are available. You have overspent on this account (red)</p> <p>This available balance after commitments is the total of revenue expected to receive within this fiscal year less year to date expenditures less any purchase requisitions, purchase orders, capital encumbrances (through FacMgmt), salary encumbrances.</p> <p>Note: If you have additional commitments that are not in Banner, you will need to deduct these amounts from the total you are seeing on screen. For example: fringe benefits are not committed in Banner.</p> <p>The total of this column is the amount of money the Researcher has for the accounts listed.</p> <p>Note: For those who have been delegated access to view these accounts, if the Researcher has other accounts that you have not been delegated Query/Reports or Spending Authority through Web for Administrators, those accounts will not</p>

	appear in this list; therefore, not included in the total.
Total Revenue Summary (for all Accounts)	This will take you to the Total Revenue Summary by a Researcher screen. The totals reflected will be for all revenue that has been received for the accounts listed above in the current fiscal year. Once you are in this summary screen, the fiscal year can be changed from current fiscal year to a past fiscal year or a date range.
Total Spent Summary (for all Accounts)	This will take you to the Total Spent Summary by a Researcher screen. The totals reflected will be for all year-to-date expenditures for the accounts listed above in the current fiscal year. Once you are in this summary screen, the fiscal year can be changed from current fiscal year to a past fiscal year or a date range.

Once the account becomes inactive, when Financial Services rolls into the next fiscal year this account will be dropped from the list.

To view the details of a specific account, **click** on the **account number**. This will take you to the **Research Account History** screen.

Research Account History

This screen is broken out into three sections:

1. **Header** – detail information about the account.

Field	Description
Title	This contains the account number and the title of the account in Banner.
Fund Type	This will indicate if the fund type is Research or Special Purpose
Principal Investigator	The name of the person who is considered the Unit Authority for this account. It is the principal investigator.

Available Balance for Fiscal Year	The available balance (after commitments that are in Banner) for the account in the University's current fiscal year.
Research Acctg Administrator	The person in Research Accounting within Financial Services who is your primary contact with questions on your account. Click on their name to send an email to the person.
Others you have authorized with Spending Authority & their authorized limit	The names and spending authority amounts that have been delegated to others by the Unit Authority/Researcher. In the absence of the Researcher, these are the individuals who can sign off on invoices, journal entries, etc within their spending limit.
Start Date	The start date for funds
End Date	The end date for the funds
Agency	The name of the organization providing the funding for the account.
Sponsor ID	The sponsor id provided by the agency
Notes	Any special information the Research Accounting Office wishes to share with you.

2. **Inception to Date information** – financial information for this account for the fiscal years the account has been active within Banner.

Field	Description
Fiscal Year / Project Start Date	The default view will be fiscal year . However, if your account has a start date other than April 1 st , you can click on the Project Start Date radial button and Submit Query to change the date range from fiscal year to project year.
Date Range (Fiscal Year)	The default will show the April 1st – March 31st date range for the various years the account has

	<p>been open in Banner. The fiscal year is also displayed.</p> <p>If the Project Start Date is selected, the date range will change to reflect the project's year based on the start date of the project.</p>
Budget	The total amount of money available to spend in the current fiscal year or project year based on start date. This value will be based on money that has been received already, money still to be received, and unspent funds from the prior fiscal year.
Total Spent	Total of the expenditures that have occurred during the time period selected.
Commitments	Any outstanding future commitments that haven't been expensed for the current time period.
Ending Balance	Calculated field = Budget – Total Spent - Commitments

Your budget, total spent, commitments (for current fiscal year) and ending balance for each fiscal year will be displayed. For accounts in existence prior to 2002, the data shown here will only go back to when the University first went on Banner.

Not all accounts follow the University's fiscal year. You are able to change the inception to date information to be based on the project's start date. To do this, **click** on **Project Start Date** radial button and click **Submit Query**. The data will be shown based on the project start date for a twelve month intervals.

3. **View Detail Transactions** – This bottom section will allow you to look at specific information for this account. You must indicate the **fiscal year** or **date range** for the data to be retrieved.

NOTE: this can take 20-30 seconds to retrieve the data.

Total Revenue Received on this Account	This will display a summary of the money you have received and/or balance carry forwarded from the prior fiscal year. Within this query, you can:
---	---

	<p>Click on either the revenue code to view the transactions for a specific revenue code or</p> <p>Click on Open All Line Detail button to view transaction details for all revenue codes.</p> <p>At any point within this query, you can change the fiscal year or date range without having to go back to the Researcher Account History screen.</p> <p>See Total Revenue Summary by a Researcher On Account below for additional information</p>
Total Spent on this Account	<p>This will display a summary of the money spent against this account, as well as, the percentage of the budget used per expense code. Similar to the Total Revenue Received on this Account, you can click on either the expense code to view the transactions for the specific expense code or the Open All Line Detail button to view all expenditures.</p> <p>See Total Spent Summary by a Researcher On Account below for additional information</p>
Outstanding Commitments in Current Fiscal Year	<p>If you see a balance under the Commitments column in the Inception to Date section, you can click on this button to view the commitments (purchase requisition, purchase order, capital encumbrance and salary encumbrance) currently outstanding.</p> <p>The results from this query are the same if you ran the Commitment Query from the Finance Self-Serve menu. The difference is this query only will return the commitments that are currently open. The Commitment Query will allow you to search for closed commitments from current and prior fiscal years.</p> <p>See Commitment Query for additional information</p>

Salary Commitments (for Fiscal Years only)	<p>This will indicate whose salary has been committed against this account. This query will only work using a fiscal year parameter. The date range option does not work. This does not include fringe benefits.</p> <p>The results from this query are the same if you ran the Salary Encumbrance Query from the Finance Self-Serve menu. The difference is this query will return all salary codes that have a salary commitment against it for a fiscal year. The Salary Encumbrance Query will allow you obtain results for all salary expense codes or a specific salary expense code.</p> <p>See Salary Encumbrance Query for additional information.</p>
---	--

Total Revenue Summary by a Researcher on Account

The header section of this page is similar to Researcher Account History. The only difference between the header sections are the following fields have been removed from this screen to save on space: Fund Type, Sponsor ID, Name of those with Spending Authority on the account and Notes. You are still able to see the current available balance within the current fiscal year regardless of how you are viewing the transactions. Also, you are able to click on the Research Accounting Administrators name to send this person an email if you have any questions.

Total Revenue Summary by a Researcher

On Account 5 [REDACTED]
As of July 30, 2012

Title 5 [REDACTED]
Principal Investigator Lorelee Hawkes Ulrich Start Date 01-AUG-11
Available Balance for Current 33,547.28 End Date 31-JUL-12
Fiscal Year
Research Acctg Administrator Dawn Dean Agency [REDACTED]

To view the actual revenue that has been received, please click on the Revenue Code column. To hide this information, click on the Close All button. If you choose to change the fiscal year to date range or vice versa, enter the new information then click on the Enter Query button to obtain the new results.

.....Funds coming into account (received or unspent funds from prior year)
.....Funds were withdrawn (ex. overhead charge), or overspent in prior year

Principal Investigator : Lorelee Hawkes Ulrich

Fiscal Year : 2013 OR Date Range FROM (DD/MM/YYYY): TO (DD/MM/YYYY): Enter Query

Open All Line Detail

Revenue Code	Description	Budget	Funds Received and/or Carried Forward from Prior Year
5173	Foreign Gov Rev		4,000.00
B173	BFWD Foreign Gov Rev		43,364.90
Total Revenue for Lorelee Hawkes Ulrich		66,540.72	47,364.90

Budget Queries Budget Summary Query Balance Sheet Query Commitment Query Researcher: Summary & Detail Query Salary Encumbrance Query View Document
e-Print Repository Finance Home Page Email Financial Services Delete Finance Template

Figure 34

To assist in understanding the numbers being displayed on this screen, the amounts have been colour coded:

- **Funds coming into the account** (eg. received from the Agency or unspent funds from a prior fiscal year) will display in **green**.
- **Funds being withdrawn** (eg. overhead charge) **or overspent balance** from a prior fiscal year will display in **red**.

In the above example, the financial information being viewed is for fiscal year 2013. If you wish to view a different fiscal year, you would enter the new fiscal year and then click on Enter Query to retrieve the new information.

Field	Description
Revenue Code	This is the revenue code being charged.
Description	The title associated with the revenue code
Budget	The total budget entered for the specified time period. NOTE: Budgets are entered at the beginning of the fiscal year and adjusted throughout the fiscal year. They are not prorated

	and entered each month. Depending on the time period entered, you could have a budget of zero if no budget entry was posted during the specified time period.
Funds Received and/or Carried Forward from Prior Year	The total of the money received during the specified time period. If the amount is green, it is money coming in to your account (credit balance). If the amount is red, it is the amount of money you are overspent (debit balance).

Fiscal Year : OR Date Range FROM (DD/MM/YYYY): TO (DD/MM/YYYY):

You can also change the view of information to a date range that can be a day, a week, a month, a year, a couple of years, etc. When entering a date range, make sure you remove the fiscal year. The totals that will be displayed will be strictly based on the transaction date of the document.

Fiscal Year : OR Date Range FROM (DD/MM/YYYY): TO (DD/MM/YYYY):

Note: the fiscal year totals are the official totals you will view on the ePrint financial reports.

To view the transaction detail information, you have two options:

- Click on the Revenue Code to open the transactions for just that one revenue code. To close the detail information, just click on the Revenue Code again or on another Revenue Code.

Fiscal Year : OR Date Range FROM (DD/MM/YYYY): TO (DD/MM/YYYY):

Revenue Code	Description	Budget	Funds Received and/or Carried Forward from Prior Year							
5173	Foreign Gov Rev		94,530.76							
	Transaction Detail for Revenue Code 5173									
	Account (Fund/Orgn)	Revenue Code (Account)	Fiscal Year	Transaction Date	Activity Date	Rule Code	Document Code	Transaction Description	Revenue Withdrawn (Debit)	Revenue Received (Credit)
	52428	5173	2012	30/09/2011	30/09/2011	JE16	J0118421	CN 09272011 INV NUMBER 52428 0		54,834.00
	52428	5173	2012	31/03/2012	03/04/2012	JE16	F0044995	Corr KOGAS		35,696.76
	52428	5173	2013	26/07/2012	26/07/2012	DCSR	H0012609	test		4,000.00
	Totals for Account 52428									94,530.76
5261	Non-Gov Rev Business Enterprises								.00	
5420	Research Overhead								(10,424.48)	
B173	BFWD Foreign Gov Rev								43,364.90	
Total Revenue for Lorelee Hawkes Ulrich								120,748.72	127,471.18	

Figure 35

- Click on Open All Line Detail button to view the transactions for all of the revenue codes and Close All Line Detail button to go back to the summary view.

[Close All Line Detail](#)

Fiscal Year : OR Date Range FROM TO

Revenue Code	Description	Budget	Funds Received and/or Carried Forward from Prior Year						
5173	Foreign Gov Rev		94,530.76						
Transaction Detail for Revenue Code 5173									
Account (Fund/Orgn)	Revenue Code (Account)	Fiscal Year	Transaction Date	Activity Date	Rule Code	Document Code	Transaction Description	Revenue Withdrawn (Debit)	Revenue Received (Credit)
52428	5173	2012	30/09/2011	30/09/2011	JE16	J0118421	CN 09272011 INV NUMBER 52428 0		54,834.00
52428	5173	2012	31/03/2012	03/04/2012	JE16	F0044995	Corr KOGAS		35,696.76
52428	5173	2013	26/07/2012	26/07/2012	DCSR	H0012609	test		4,000.00
Totals for Account 52428									94,530.76
5261	Non-Gov Rev Business Enterprises								.00
Transaction Detail for Revenue Code 5261									
Account (Fund/Orgn)	Revenue Code (Account)	Fiscal Year	Transaction Date	Activity Date	Rule Code	Document Code	Transaction Description	Revenue Withdrawn (Debit)	Revenue Received (Credit)
52428	5261	2012	13/01/2012	13/01/2012	JE16	F0044030	cm 12 28 2011 KOGAS		35,696.76
52428	5261	2012	31/03/2012	03/04/2012	JE16	F0044995	Corr KOGAS	35,696.76	
Totals for Account 52428								35,696.76	35,696.76

Figure 36

From the view of the detail transactions, you can now click on the document code to view the details of the transaction.

Within the detail transaction section, the following fields can be viewed:

Field	Description
Account (Fund/Orgn)	This is the account being charged. (Fund/Orgn) is displayed here because in other queries this information is referred to as Fund/Orgn.
Revenue Code (Account)	This is the revenue code being charged. (Account) is displayed here because in other queries this information is referred to as Account.
Fiscal Year	The fiscal year the transaction was posted in Banner.
Transaction Date	The date the document was posted in Banner
Activity Date	The system date of when the document was posted in Banner.
Rule Code	A code that identifies the type of transaction being posted. For the meaning of the different

	codes, please view the Appendix A Rule Class Code .
Document Code	The system assigned identification code given to the document in Banner. See Appendix C Quick Reference for a list of the letters used to identify the different types of documents.
Transaction Description	A description of the transaction.
Revenue Withdrawn (Debit)	Revenue is being withdrawn will display in this column in Red
Revenue Received (Credit)	Revenue being received will display in this column in Green
Totals	Totals for the Debit and Credit columns

Total Spent Summary by a Researcher on Account

The header section of this page is similar to Researcher Account History. The only difference between the header sections are the following fields have been removed from this screen to save on space: Fund Type, Sponsor ID, Name of those with Spending Authority on the account and Notes. You are still able to see the current available balance within the current fiscal year regardless of how you are viewing the transactions. Also, you are able to click on the Research Accounting Administrators name to send this person an email if you have any questions.

Total Spent Summary by a Researcher

On Account 5 [REDACTED]
 As of July 30, 2012

Title 5 [REDACTED]

Principal Investigator : Lorelee Hawkes Ulrich Start Date 01-AUG-11
 Available Balance for Current Fiscal Year 33,547.28 End Date 31-JUL-12
 Research Acctg Administrator Dawn Dean Agency [REDACTED]

To view your detail expenditures, please click on the Expense Code. To hide the detail information, click on the Close All button.
 If you choose to change the fiscal year to date range or vice versa, enter the new information then click on the Enter Query button to obtain new results.

Positive Amount- Money has been spent or transferred out.

Negative Amount- Money has been returned to account or transferred in.

Open All Line Detail

Fiscal Year : 2013 OR Date Range FROM (DD/MM/YYYY): TO (DD/MM/YYYY): Enter Query

Expense Code	Description	Amount Spent	% of Budget Spent
6201	Technical Full Time (Non Union)	10,395.00	15.62
6390	General Fringe Benefits	931.57	1.40
7040	Laboratory Supplies	2,578.12	3.87
7050	Photo/Aud/Vis/Graphics Internal Exp	21.00	0.03
7099	Computer Hardware Purchases	656.22	0.99
7105	Equipment Rental	3,392.74	5.10
8510	Travel - DFA	473.19	0.71
8610	Print Centre Service - Int Exp	1,397.82	2.10
8640	Centrex - Service & Rental	300.00	0.45
8641	Long Distance & Fax	372.49	0.56

Figure 37

To assist in understanding the numbers being displayed on this screen,

- **Money that has been spent or transferred out** will display as a positive number.
- **Money that has been returned to the account or transferred in** will display as a negative number.

In the above example, the financial information being viewed is for fiscal year 2013. If you wish to view a different fiscal year, you would enter the new fiscal year and then click on Enter Query to retrieve the new information.

Field	Description
Expense Code	This is the expense code being charged.
Description	The title associated with the expense code
Amount Spent	The total amount of the money spent during the specified time period. If the amount is positive, it is the amount of money spent during the time period (debit balance). If the amount is negative,

	it is the amount of money coming back to your account (credit balance).
% of Budget Spent	This percentage indicates how much of your budget you have actually spent on each expense code. It doesn't take into consideration outstanding commitments.

Fiscal Year : OR Date Range FROM TO

You can also change the view of information to a date range that can be a day, a week, a month, a year, a couple of years, etc. When entering a date range, make sure you remove the fiscal year. The totals that will be displayed will be strictly based on the transaction date of the document.

Fiscal Year : OR Date Range FROM TO

Note: the fiscal year totals are the official totals you will view on the ePrint financial reports.

To view the transaction detail information, you have two options:

- Click on the Expense Code to open the transactions for just that one expense code. To close the detail information, just click on the Expense Code again or on another Expense Code.

Fiscal Year : OR Date Range FROM TO

Expense Code	Description							Amount Spent	% of Budget Spent	
6201	Technical Full Time (Non Union)							10,395.00	15.62	
	Transaction Detail for Expense Code 6201									
	Account (Fund/Orgn)	Expense Code (Account)	Fiscal Year	Transaction Date	Activity Date	Rule Code	Document Code	Vendor/Transaction Description	Charged to Acct (Debit)	Refunded to Acct (Credit)
	52428	6201	2013	27/04/2012	27/04/2012	HGNL	F0045318	HR Payroll 2012 MN 4 0	2,362.50	
	52428	6201	2013	27/04/2012	27/04/2012	HGRS	F0045318	HR Payroll 2012 MN 4 0	4,016.25	
	52428	6201	2013	25/05/2012	14/06/2012	HGRS	F0045397	HR Payroll 2012 MN 5 0	4,016.25	
	Total for Account 52428								10,395.00	.00
	6390	General Fringe Benefits							931.57	1.40
7040	Laboratory Supplies							2,578.12	3.87	

Figure 38

- Click on Open All Line Detail button to view the transactions for all of the expense codes and Close All Line Detail button to go back to the summary view. NOTE: Depending on the time frame and the amount of transactions, the query can take 20-30 seconds to retrieve the results.

Fiscal Year : OR Date Range FROM TO (DD/MM/YYYY):

Expense Code	Description							Amount Spent	% of Budget Spent
6201	Technical Full Time (Non Union)							10,395.00	15.62
Transaction Detail for Expense Code 6201									
Account (Fund/Orgn)	Expense Code (Account)	Fiscal Year	Transaction Date	Activity Date	Rule Code	Document Code	Vendor/Transaction Description	Charged to Acct (Debit)	Refunded to Acct (Credit)
52428	6201	2013	27/04/2012	27/04/2012	HGNL	F0045318	HR Payroll 2012 MN 4 0	2,362.50	
52428	6201	2013	27/04/2012	27/04/2012	HGRS	F0045318	HR Payroll 2012 MN 4 0	4,016.25	
52428	6201	2013	25/05/2012	14/06/2012	HGRS	F0045397	HR Payroll 2012 MN 5 0	4,016.25	
Total for Account 52428								10,395.00	.00
6390	General Fringe Benefits							931.57	1.40
Transaction Detail for Expense Code 6390									
Account (Fund/Orgn)	Expense Code (Account)	Fiscal Year	Transaction Date	Activity Date	Rule Code	Document Code	Vendor/Transaction Description	Charged to Acct (Debit)	Refunded to Acct (Credit)
52428	6390	2013	27/04/2012	27/04/2012	HGRB	F0045318	HR Payroll 2012 MN 4 0	554.52	
52428	6390	2013	25/05/2012	14/06/2012	HGRB	F0045397	HR Payroll 2012 MN 5 0	377.05	
Total for Account 52428								931.57	.00
7040	Laboratory Supplies							2,578.12	3.87
Transaction Detail for Expense Code 7040									
Account (Fund/Orgn)	Expense Code (Account)	Fiscal Year	Transaction Date	Activity Date	Rule Code	Document Code	Vendor/Transaction Description	Charged to Acct (Debit)	Refunded to Acct (Credit)
52428	7040	2013	26/07/2012	26/07/2012	JE16	J0126501	test	2,000.00	
52428	7040	2013	30/07/2012	27/07/2012	INNI	I2752226	United States Biological Corp	633.48	
52428	7040	2013	30/07/2012	27/07/2012	REBT	I2752226	Harmonized Sales Tax		(55.36)
Total for Account 52428								2,633.48	(55.36)

Figure 39

Within the detail transaction section, the following fields can be viewed:

Field	Description
Account (Fund/Orgn)	This is the account being charged. (Fund/Orgn) is displayed here because in other queries this information is referred to as Fund/Orgn.
Expense Code (Account)	This is the expense code being charged. (Account) is displayed here because in other queries this information is referred to as Account.
Fiscal Year	The fiscal year the transaction was posted in Banner.
Transaction Date	The date the document was posted in Banner
Activity Date	The system date of when the document was posted in Banner.
Rule Code	A code that identifies the type of transaction being posted. For the meaning of the different

	codes, please view the Appendix A Rule Class Code .
Document Code	The system assigned identification code given to the document in Banner. See Appendix C Quick Reference for a list of the letters used to identify the different types of documents.
Transaction Description	A description of the transaction or vendor name.
Charged to Acct (Debit)	Expense is being charged to the account will display in this column as a positive amount (debit).
Refunded to Acct (Credit)	Expenses being charged back to an account will display in this column as a negative amount (credit).
Totals	Totals for the Debit and Credit columns

From the view of the detail transactions, you can now **click** on the **document code** to view the details of the transaction.

From the view of the detail transactions, you can now click on the document code to view the details of the transaction. Note: for INVOICES (document code begins with an "I"), you can find out if the invoice has been paid by clicking on the document id and scrolling to the bottom of the View Document page to the Related Documents section to see if there is an entry labeled "Check Disbursement". If you see this, the invoice has been paid.

Salary Encumbrance Query


Research accounts (34xxx-5xxxx) ONLY

The salary encumbrance feature records future salary commitments against Research accounts only. (Accounts in the 34000 and 50000 series). All individuals charged to research accounts through the monthly payroll (MN) will be encumbered. Individuals paid via time sheet on either of the biweekly payrolls will not be encumbered (B1/BW). Salary overhead and fringe benefits are **not included** in the calculation of salary commitments.

The salary encumbrance feature will provide research account holders with up-to-date information on current salary commitments against their research grants and contracts. The University's financial system currently tracks non-salary (Purchasing/Facilities Management) commitments and when coupled

with salary encumbrance functionality the principal investigator will know the balance of the uncommitted funding available for spending. This will aid the monitoring process and prevent time consuming follow up resulting from over expenditure.

Click on the **Salary Encumbrance Query** link from the Finance Self-Serve menu.

 The Salary Encumbrance Query allows you to view encumbrance details by encumbrance document for specific fund, orgn and accounts and then by employees.
This query is used for Research only (34xxxx - 5xxxx)

NOTE: The Research employees that have been encumbered are only those paid on the monthly (MN) payroll. Fringe Benefits are not included in the salary encumbrance.

To run a successful query, the following parameters are required:
Fiscal Year = if current fiscal year is 08/09, select 2009 or select a prior fiscal year
Chart of Accounts = 1
Organization = your research account number (34xxxx or 5xxxx)
Account = there are three options:
 a. leave field blank for all salary accounts
 b. enter four digit salary account
 c. enter partial account number with percent sign (eg 62%)

Salary Encumbrance Detail Status Report	
by Encumbrance Document and Fund / Orgn / Account	
Parameter Entry	
Fiscal Year	2013
Commitment Type	All
Encumbrance Status	ALL
Chart of Accounts	1
Fund	52428
Organization	52428
Account	
Submit Query	

Budget Queries Budget Summary Query Balance Sheet Query Commitment Query Researcher: Summary & Detail Query Salary Encumbrance Query View Document
 e-Print Repository Finance Home Page Email Financial Services Delete Finance Template

Figure 40

There are three mandatory fields:

Parameter	Description
Fiscal Year	If you wish to view the salary encumbrance related to fiscal year 2008/09, then the fiscal year 2009 must be selected from the drop down box. NOTE: Salary encumbrance began in fiscal year 2008.
Chart of Accounts	Must equal one (1)
Organization	This is the five digit research “account” number (34xxx-5xxxx)
Account (Optional)	This is the four digit salary sub-account number . There are three options for the Account number:

	<ul style="list-style-type: none"> • Leave the field blank – this will provide you with a list of all salary encumbrances for the specified organization. • Enter the four digit salary account number (eg. 6201) • Enter a partial salary account number using the wild card (%) (eg. 62%). In this example you would retrieve a list of all salary accounts that start with “62”
--	---

Click on **Submit Query**.

The results of the query, will list all of the salary encumbrance numbers for the specified fiscal year, organization and account number(s).

For the given fund, orgn, and account(s), the following encumbrance documents exist.

Click on the Payroll Current Commitments to view the encumbrance details posted in Human Resources.

Click on the Finance Liquidations to view the encumbrance details posted strictly in Finance Services.

The Current Commitments column is the difference between the Payroll Current Commitments and Finance Liquidation. This total is the value that appears in the Commitment column of the Budget Query.

Salary Encumbrance Detail Status Report									
by Encumbrance Document and Fund / Orgn / Account									
For Fiscal Year 2009									
As Of October 23, 2008									
Commitment Type	All	Encumbrance Status	All						
Chart of Accounts	1	Dalhousie University							
Fund									
Organization	5	Test Salary Encumbrance)						
Account									
Encumbrance Document	All								
Employee	All Employees								

Encumbrance Document	Payroll Original	Payroll Adjustments	Payroll Liquidations	Payroll Current Commitments	Finance Liquidations	Current Commitments	Fund	Orgn	Acct
PR090001 0 3548	18,670.79	(10,525.17)	.00	8,145.62	.00	8,145.62	50004	50004	6201
PR080001 0 6504	.00	.00	(7,779.50)	7,779.50	7,779.50	.00	50004	50004	6201
Report Total (For All Encumbrances)	18,670.79	(10,525.17)	(7,779.50)	15,925.12	7,779.50	8,145.62			

[Budget Queries](#)
[Encumbrance Query](#)
[Salary Encumbrance Query](#)
[View Document](#)
[e-Print Repository](#)
[Finance Home Page](#)
[Email Financial Services](#)

RELEASE: D2.0

Figure 41

From this screen, you are able to quickly see the encumbrance totals based on the creation, adjustment and liquidation done in Human Resources and adjustments required to be made strictly in Financial Services.

Financial Services occasionally needs to manually liquidate an encumbrance when the Human Resources system cannot liquidate the encumbrance any further. Examples of this would be:

- Leave of absence without pay

- Scholarship ends (based on how tuition is removed upfront, sometimes this leaves balance in encumbrance)

Field	Description
Encumbrance Document	This is the encumbrance number used to post the salary encumbrance in Financial Services. This would be equivalent to a purchase order number. The figures displayed on this screen are totals for all employees charged to the specified fund/organization/account for the given fiscal year.
Payroll Original	How much was calculated to be encumbered for individual(s) for the given fiscal year. This is based on the length of time the individual's salary would be paid within the given fiscal year (max 12 months) times their monthly pay times the percentage of the salary being charged to the given fund/orgn/acct.
Payroll Adjustments	Increase/decrease in the encumbrance. Eg pay raise, different percentage breakout between a different fund/orgn/acct, job ends before anticipated.
Payroll Liquidations	Monthly payroll and journal entries submitted to Human Resources
Payroll Current Commitments	<p>This is a calculation based on the previous three columns (Payroll Original + Payroll Adjustments – Payroll Liquidations = Payroll Current Commitments)</p> <p>Click on the Payroll Current Commitments number if you wish to view the employee(s) that make up these totals.</p>
Finance Liquidations	<p>Liquidations made strictly in Financial Services to clear out an outstanding salary encumbrance.</p> <p>Click on the Finance Liquidations if you wish to view the manual liquidations that Financial Services has made.</p>
Current Commitments	A calculation of Payroll Current Commitments less Finance Liquidations. This is the total to be

	displayed in the Budget Query – Status by Account in the Commitment column.
--	---

If you have click on the **Payroll Current Commitments** year to date number, the following screen will appear.

This screen lists all of the employees whose salaries have been encumbered against your orgn.

The totals displayed on this screen are for the given employees.

NOTE: if an employee is being paid from your orgn and they have a few different positions, their name will be displayed for each position.

You may then **click** on the **employee's name** to drill down to get further detail of the salary transaction codes that have been posted related to this employee.

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FINANCE | SITE MAP | HELP | EXIT

Main Menu | Employees | Personal Information | Administrators

The following displays the employee(s) by position with the totals related to the creation, adjustment and liquidation of employee's salary encumbrance.

Click on the employee's name to drill down to view the documents that make up the salary encumbrance detail totals.

Salary Encumbrance Detail Status Report
For Encumbrance by Employee and Position
For Fiscal Year 2009
As Of October 23, 2008

Encumbrance Number / Item / Seq PR090001 0 3548
Encumbrance Fund / Orgn / Acct 5 5 6201
Employee All Employees

Employee Name	Original Commitments	Adjustments	Liquidations	Current Commitments	% Remaining
Employee Name will display here	18,670.79	(10,525.19)	.00	8,145.60	100.00
Report Total (For All Employees)	18,670.79	(10,525.19)	.00	8,145.60	100.00

Budget Queries Encumbrance Query Salary Encumbrance Query View Document e-Print Repository Finance Home Page Email Financial Services

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Figure 42

This page displays the salary encumbrance detail for a given employee by position within a specific encumbrance number/item/sequence for the specified fiscal year.

The salary encumbrance detail outlines the entries that have been generated within Human Resources and transferred to Financial Services.

Salary Encumbrance Detail Status Report		
For Encumbrance, Employee, Position by Journal Document		
For Fiscal Year 2009		
As Of October 23, 2008		
Encumbrance Number / Item / Sequence	PR090001 0 3548	
Encumbrance Fund / Orgn / Acct	5 5 6201	
Employee	Employee's Name will display (888887-00)	

Document	Rule Class	Date	Description	Orig Commitment	Adjustments	Liquidations	Current Commitments	Item/Seq
F0030241	HENC	2008-04-04	Encumbrance Salaries (Orig)	18,670.79	.00	.00	18,670.79	0 / 1194
F0030420	HGRS	2008-04-25	HR Payroll 2008 MN 4 0	.00	.00	1,555.90	17,114.89	0 / 3565
F0030624	HENA	2008-05-16	Encumbrance Salaries (Adj)	.00	1,006.80	.00	18,121.69	0 / 209
F0030675	HGRS	2008-05-27	HR Payroll 2008 MN 5 0	.00	.00	1,647.43	16,474.26	0 / 3613
F0031028	HGRS	2008-06-27	HR Payroll 2008 MN 6 0	.00	.00	1,647.43	14,826.83	0 / 3688
F0031348	HGRS	2008-07-25	HR Payroll 2008 MN 7 0	.00	.00	1,647.43	13,179.40	0 / 3665
F0031667	HGRS	2008-08-27	HR Payroll 2008 MN 8 0	.00	.00	1,647.43	11,531.97	0 / 3642
F0031791	HENA	2008-09-05	Encumbrance Salaries (Adj)	.00	(11,531.99)	.00	(.02)	0 / 161
F0031966	HGRS	2008-09-26	HR Payroll 2008 MN 4 1	.00	.00	(1,555.90)	1,555.88	0 / 83
F0031967	HGRS	2008-09-26	HR Payroll 2008 MN 5 1	.00	.00	(1,647.43)	3,203.31	0 / 154
F0031968	HGRS	2008-09-26	HR Payroll 2008 MN 6 1	.00	.00	(1,647.43)	4,850.74	0 / 112
F0031969	HGRS	2008-09-26	HR Payroll 2008 MN 7 1	.00	.00	(1,647.43)	6,498.17	0 / 348
F0031970	HGRS	2008-09-26	HR Payroll 2008 MN 8 1	.00	.00	(1,647.43)	8,145.60	0 / 547

Figure 43

This screen shows all of the Human Resources encumbrance transactions that have occurred for the given employee.

If you have **click** on the **Finance Liquidation** year to date number, the following screen will appear.

The documents displayed on this screen are entries that were posted in Financial Services ONLY. There are a couple of types of entries to be displayed:

The encumbrance roll occurs due to year end (system generated)

- Journal entries (document starts with J or FS) to de-commit a portion of the encumbrance.
 - Adjustment due to HR journal entry to move charges after the payroll in prior fiscal year
 - Individual's salary should no longer be encumbered (in this case, the person name will be in the description). Thereby, if you see someone still showing an outstanding encumbrance on the HR side, it may have manually been liquidated on the Financial Services side.

The following documents are salary encumbrance entries made specifically in Financial Services. Example of the types of entries could be seen here are: liquidation of outstanding encumbrances from Human Resources and year end encumbrance roll to move encumbrance into the new fiscal year.

Salary Encumbrance Detail Status Report	
Finance Adjustments	
For Encumbrance by Journal Document	
For Fiscal Year 2009	
As Of October 23, 2008	
Encumbrance Number	PR080001 0 6504
Encumbrance Fund / Orgn / Acct	5 5 6201

Document	Rule Class	Date	Description	Liquidations	Item/Seq
ENRL0805	E090	2008-04-01	ENCUMBRANCE ROLL	18,670.79	0 / 97
ENRL0805	E090	2008-04-01	ENCUMBRANCE ROLL	(18,670.79)	0 / 97
ENRL0805	E090	2008-04-01	ENCUMBRANCE ROLL	.00	0 / 97
J0079939	E035	2008-09-25	DECOMMIT ENC FROM SEPT PAYROLL	7,779.50	0 / 2

Budget Queries Encumbrance Query Salary Encumbrance Query View Document e-Print Repository Finance Home Page Email Financial Services

Figure 44

View Document

The View Document Form allows a user to view information about a document (purchase order, requisitions, invoice, journal voucher, or direct cash receipt) on the Web, as well as, able to view the scanned image of the document if it has been scanned in Financial Services.

As of December 23, 2010, you will be able to view the following documents through WebXtender (WX):

- **Invoices** (documents starting with "I") as of fiscal year 2011 – Period 09 (December 2010)
- **Journal Entries** (documents starting with "J") as of fiscal year 2011 – Period 01 (April 2010)

Financial Services will be working on adding Deposits (documents starting with "H") in the future.

Note: Feeds/uploads (documents starting with "F") are not scanned into WebXtender; therefore, these will not be available.

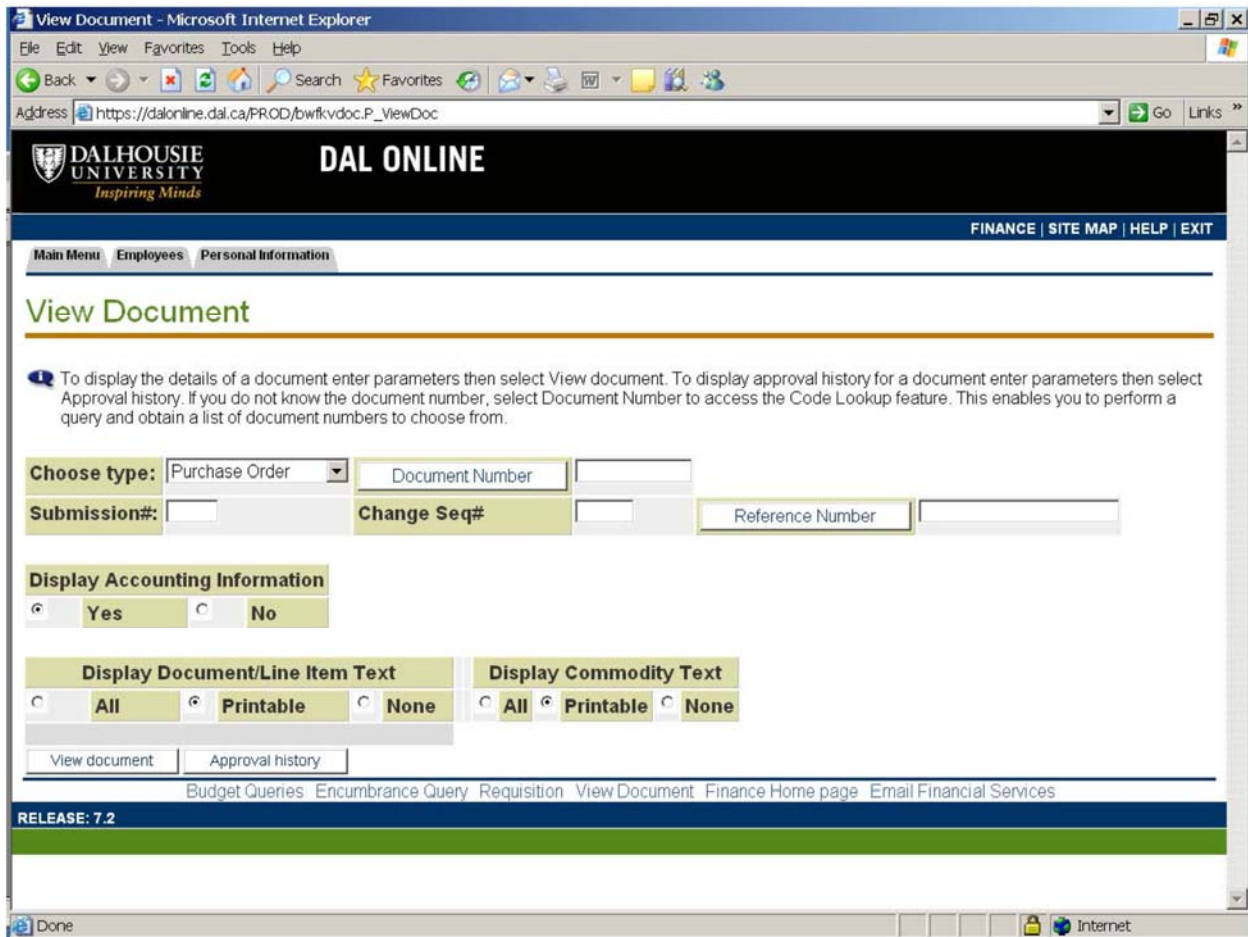


Figure 45

You can submit a document query by:

- Document type – Select the document type (purchase order, requisition, invoice, journal voucher, encumbrance, or direct cash receipt) from the pull-down list.
- Then enter the document number, if it is known, or select the Document Number button to enter specific search criteria (Document Number, User ID of the person who created the document, Activity Date, Transaction Date, Vendor ID, and Approved or Completed) to view a list of documents of the specified type.

https://dalonline.dal.ca/PROD/bwfkvdcc.P_ViewDoc - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://dalonline.dal.ca/PROD/bwfkvdcc.P_ViewDoc Go Links

DALHOUSIE UNIVERSITY
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DAL ONLINE

FINANCE | SITE MAP | HELP | EXIT

Main Menu Employees Personal Information

* - at least one of these fields required.

Purchase Order Code Lookup

Document Number *

User ID *

Activity Date * All All

Transaction Date * All All

Vendor ID *

Buyer Code

Approved All

Completed All

Reference Number *

Execute Query

Exit without Value

Budget Queries Encumbrance Query Requisition View Document Finance Home page Email Financial Services

RELEASE: 7.1.0.1

Internet

Figure 46

The user does not have to specify information in all of the search criteria fields, but it is recommended in order to improve response time. The user must at least specify the Document Number, User ID, Activity Date, Transaction Date, or Vendor ID.

- A percent sign (%) may be entered as a wildcard in the Document Number and User ID fields.
- Entering the month and year for Activity Date or Transaction Date allows users to search on all the days in a specified month and year.
- Other criteria can be entered depending on the type of document.
- When a user selects the Execute Query button, the system displays all the documents for the specified criteria. You can then add criteria to refine the search.

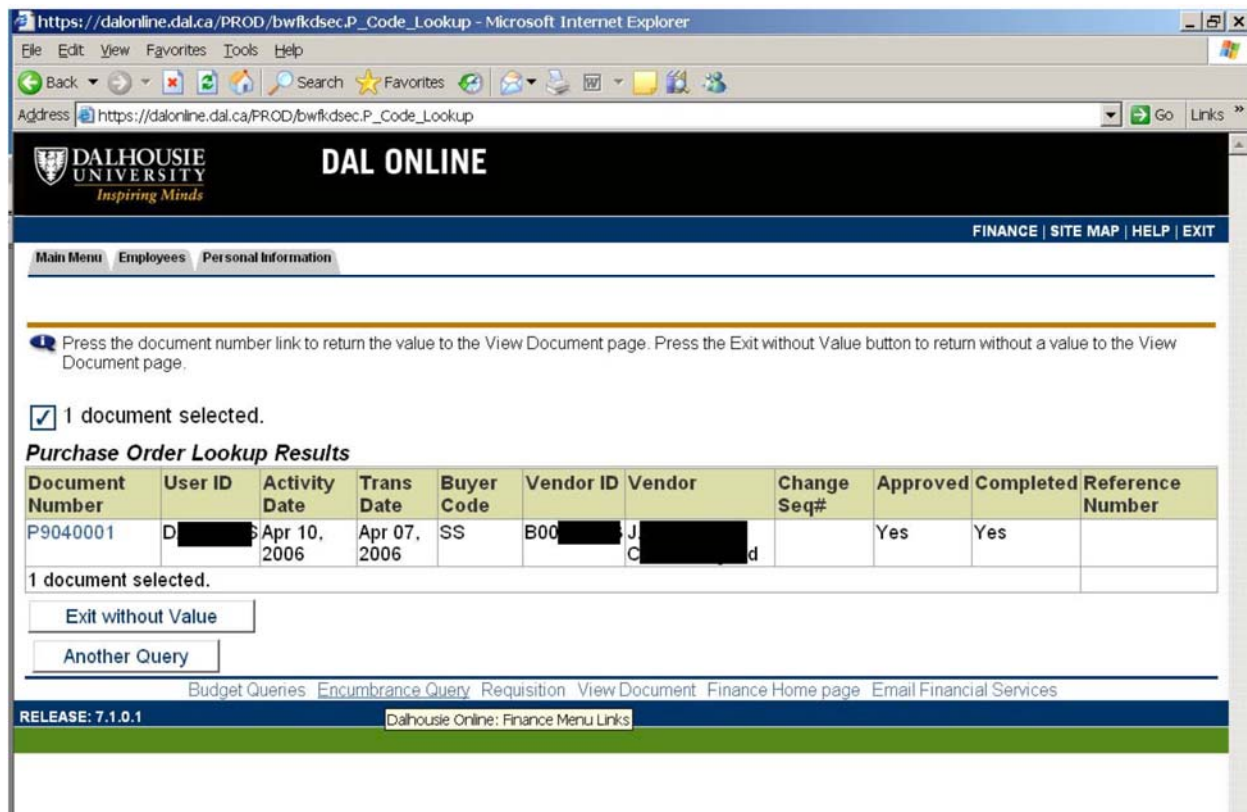


Figure 47

Users can select the Exit Without Value button to exit without a value, or they can exit with a document number using the link.

- Submission# – leave blank.
- Change Seq# – leave blank.
- Display Accounting Information - Specify whether or not you want to display the accounting information for the specified document.
- Display Document Text - Specify the portion of the document text you want to view: all the text, just the printable information, or none of the text.
- Users can select the View document button to view the specified document.
- As Approvals is not turned on at Dalhousie, the approval history button will not return appropriate results.

Document Information

The user will view information, as appropriate, for each type of document. The browser's print function may be used to print a representation of the document.

Header information may include:

- Document number
- Image
- Order Date
- Transaction Date
- Delivery Date
- Print Date
- Total Amount
- Complete Indicator
- Approved Indicator
- Type
- Cancel Reason and date
- Requestor
- Accounting Type
- Matching Required Indicator
- Ship to address and contact information
- Vendor and Check Vendor information

View Document

Purchase Order Header

Purchase Order	Image	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P9040001	View		Apr 07, 2006	Apr 07, 2006	Apr 14, 2006	Apr 10, 2006	2,497.80
Origin: BANNER							
Complete: Y		Approved: Y		Type: Standing			
Cancel Reason:				Date:			
Requestor: Peter [REDACTED]		1xxxx		Sexton Campus Maintenance			
Accounting: Document Level							
Ship to: Dalhousie University							
Facilities Management							
1236 Henry Street							
CSB							
Halifax, NS B3H 3J5 CANADA							
Attention: Peter Coolen							
Contact:							
Phone Number:							
Vendor: BOC [REDACTED] J. [REDACTED]							
PO Box 492							
[REDACTED]							
Phone Number:							

Figure 48

Commodity information may include:

- Item number
- Commodity
- Description
- Unit of measure
- Quantity
- Unit price
- Extended amount

View Document - Microsoft Internet Explorer

Address: https://dalonline.dal.ca/PROD/bwfkvdoc.P_ViewDoc

Currency:

Document Text FAX PURCHASE ORDER-PLEASE PROCEED

HARMONIZED SALES TAX - EXTRA - 15%

fax: [REDACTED]

Purchase Order Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
					Disc	Addl	Tax Cost
1		To inject resin in the walls of the electrical vault to stop water penetration	EA	1	2172	2,172.00	
					.00	.00	325.80 2,497.80
Total:							2,497.80

Purchase Order Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	1	07		1XXXX	1XXXX	7210	000				N		N	2,497.80
Total of displayed sequences:														2,497.80

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Apr 11, 2006	Invoice	IM000234	Paid
Apr 17, 2006	Check Disbursement	C3139283	Final Reconciliation
Mar 31, 2006	Requisition	PRO11328	Approved

Budget Queries Encumbrance Query Requisition View Document Finance Home page Email Financial Services

RELEASE: 7.2

Figure 49

Accounting information may include:

- Sequence number
- Chart of Accounts
- Fiscal Year
- Fund
- Organization
- Account number
- Program
- NSF Suspense indicator
- NSF Override indicator
- Suspense indicator
- Amount

To view an image in FSS on the View Document screen

Through the budget query, drill down into a transaction until you get to the “View Document” screen, there is a field called “Image”. The field will contain either “Not Available” or “View”.

- The field will contain **“Not Available”** until the document has been scanned in Financial Services. Documents will be available within a few days of the transaction being posted to the financial system at which time the field will change to “View”.
- If the field contains “View”, you may click on **“View”** to display the image.

When you click on “View”, the following screen will appear briefly as the image is loading.

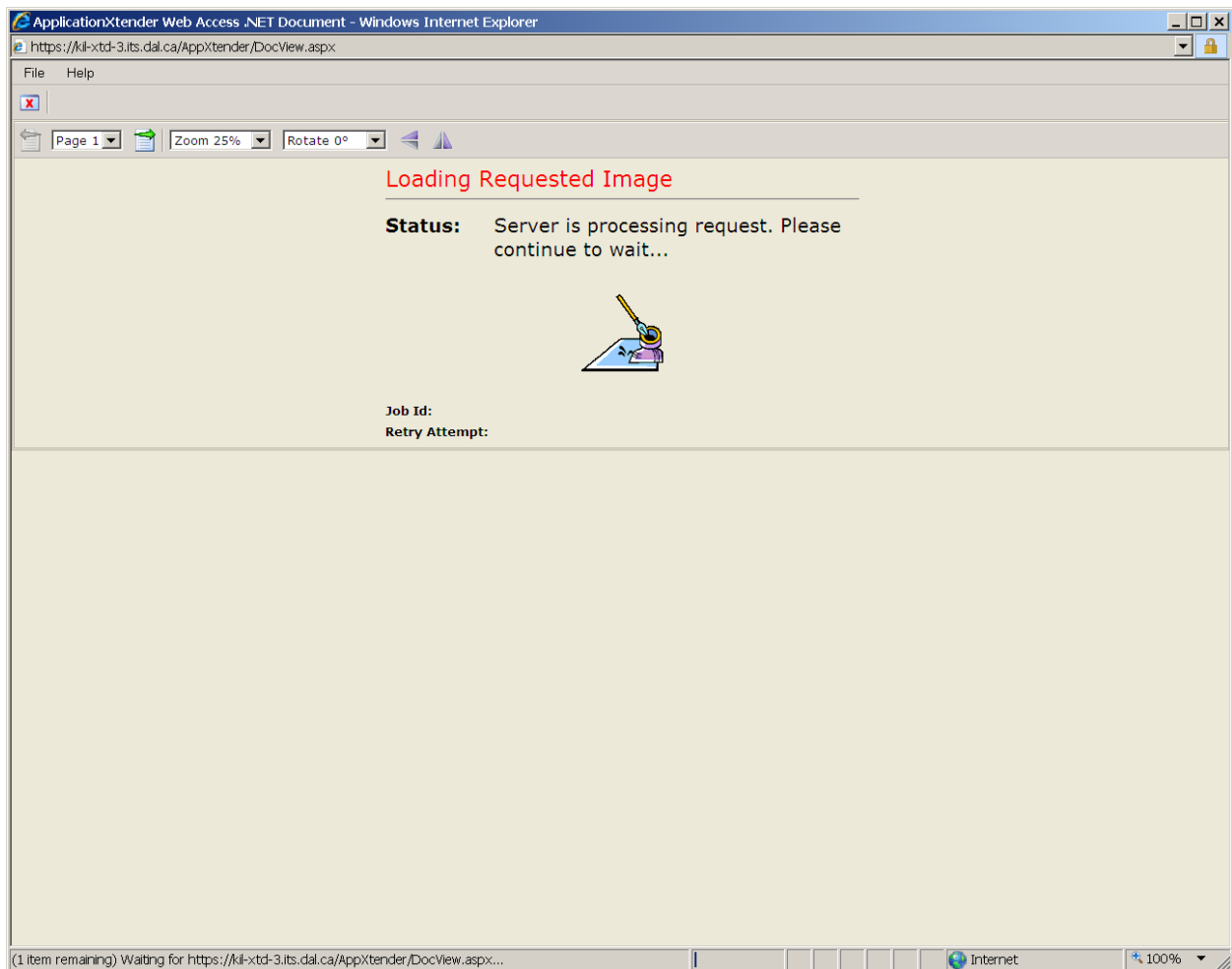
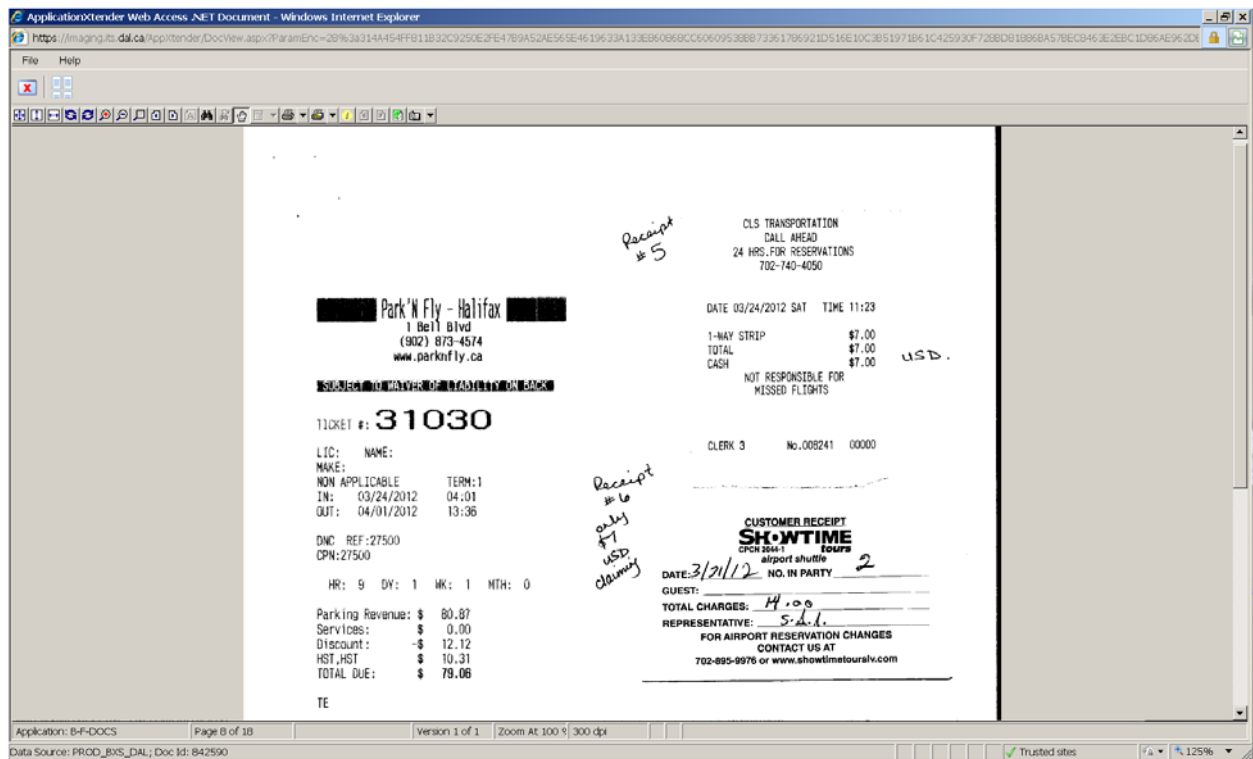


Figure 50

The image will be displayed in a separate window with “ApplicationXtender Web Access .NET Document” in the browser title bar.



If you use Internet Explorer (preferred browser) you will be able to print the document by clicking on the

print page/print document icons .

Other browsers will work but are not support by the vendor of the software. This means if you choose to use any other browsers, you will have a slightly different look and will be unable to print documents. The screenshot below is an example of the look of images in a different browser.

Application: Tender Web Access .NET Document - Mozilla Firefox

https://imaging.its.dal.ca/app/tender/DocView.aspx?ParamEnc=29%3a3144454ff811b32c9250e2fe47b9a52ae565e4619633a133eb60868cc06095388b733617b6921d516e10c3b51971b61c425930f726bd81896da57becb463e2ebc1d96ae962dea0db4

Page 1 Zoom 75% Rotate 0°

DALHOUSIE UNIVERSITY
Reporting Month: **February 2012**

TRAVEL EXPENSE CLAIM

Transaction Reference #: **29449596**

Foreign Exchange Rate: 1.00 per ex.com

Print Name (Printable): **Loralee Joy Hawkes Ulich** Dalhousie ID: **800477113**

Department: **Financial Services** Phone: **494-2401** Trip Destination: **Las Vegas, Nevada USA**

Affiliation with Account Being Charged: **Full-time employee**

Purpose: **Seungnam Summit 2012 Conference**

Period covered: **Start 24-Mar-12 End 1-Apr-12**

Payment method: **Preferred method of payment is direct deposit for CDM funds. For other currencies or when direct deposit is not available, the cheque will be mailed to the alternate mailing address if different from the paper mailing address (i.e. department address).**

Payee Mailing Address: **180 Inverness Drive, Brookside, NS B1T 2L2**

Alternate Mailing Address:

Email: **loralee.hawkes@dal.ca**

Date	Particulars - Including Permits (See Note)	Receipt Number	Actual Receipt Amount (CAD/US\$)	Canadian Total Claimed including GST/NET	Calculated GST/NET (For Employees Only)
12-07-2011	Seungnam Conference Fee	1	1,000.00	1,003.68	0.00
31-01-2012	Air Canada ticket	2	997.88	997.88	43.30
07-12-2011	New York New York Hotel deposit (personal)	3	489.00	489.00	0.00
11-03-2012	New York New York Hotel remaining	4	156.80	156.80	0.00
24-03-2012	Shuttle to NYNY from Airport	5	7.00	7.00	0.00
24-03-2012	Meals - 1 (146.1) CAD per diem		146.00	146.00	0.00
26-03-2012	Meals - 3 per diem		43.00	43.00	0.00
27-03-2012	Meals - 3 per diem		43.00	43.00	0.00
28-03-2012	Meals - 3 per diem		43.00	43.00	0.00
Totals from Additional Page			152.31	152.31	0.00
Totals from Additional Page			152.31	152.31	0.00

FINANCIAL SERVICES USE ONLY

Account Number: **11864** Net Before GST/NET: **1,542.87** Total: **1,542.87**

Employee Only: **1,542.87** GST/NET: **0.00** Total: **1,542.87**

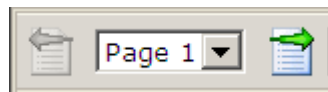
Spending Authority's Signature: **Susan Roberts** Date: **Apr 10 2012**

Receipt: **RECEIVED** APR 10 2012 FINANCIAL SERVICES

Your options are:

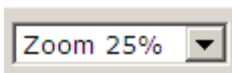
Close the window – Click on the Box with a red X  or File – Close Window.

Change pages -



- If the icon on the left of the page number drop down box is active, you can move back to a prior page.
- If the icon on the right of the page number drop down box is active (as in the screen shot), you can move forward to the next page.
- Or click on the page number drop down box and select the page you wish to view.

Change the size -



Select the size you wish the image to display.

Change the Orientation of the page -



Use either the drop down box

or the buttons beside it to rotate the image if necessary.

If you need to email or print the image, you must use the browser to do so. This can be done by right clicking on the image and selecting “Email Picture” or “Print Picture”.

Important Information to be Aware of Regarding the Images in WebXtender (WX)

1. The images are being displayed via program called WebXtender (WX). The vendor of this program only supports Internet Explorer as an internet browser. While it displays images on other browsers (Firefox, Safari, etc) if you encounter issues, use Internet Explorer.
2. From time to time, WebXtender server needs to be rebooted during the day when images are not being displayed. This process takes about 5-10 minutes. Once the server has been rebooted, the images will be available again for viewing.
3. Financial Services strives to have images scanned within a few days of the transaction being posted. However, during time periods when the volume of transactions are higher (eg. year-end), it may take a bit longer to have these images available to you. Once they have been scanned, you will have access to the images.
4. The images only display to computers that are associated with a Dal IP address.

What does this mean?

- a. If you are logged into the Novell network at Dalhousie, you won't have any issues. The images will display.
- b. If you are working from home, you will need to log into the Dalhousie VPN first before accessing the images. For instructions on how to use or install the Cisco VPN Client, on the Dalhousie University website, search for “VPN”. There are various Information Technology Services web pages that talk about how to install and use this software.
- c. If you are an “external” person working at the hospitals or some other non-Dalhousie location, please go to <http://www.whatsmyip.org> website and email finweb@dal.ca with the address information displayed on this website (eg. 123.123.1.123). Access will need to be granted to your web server on our side so you can view the images.

ePrint Repository

The ePrint repository is a link to the ePrint software. Please see the ePrint User Manual on how to use this software.

Appendix A Rule Class Code

Rule Class Code	Description	Rule Class Code	Description
APS1	Student - APPL CHG-Like	HGNL	Payroll – Gross Exp. No Liquidation
APS2	Student - APPL CHG - Diff	HGRB	Payroll – Gross Benefit Expense
APS3	Student - APPL PAY - Like	HGRS	Payroll – Gross Exp w Liquidation against enc
APS4	Student - APPL PAY - Diff	HNET	Payroll – Net Pay
ASCS	Alumni Cash Receipt	ICEC	Payables Cancel Credit Memo w Encumbrance
ASDE	Alumni Gift (Payroll Deduct)	ICEI	Payables Cancel Invoice w Encumbrance
ASLN	Alumni Gift of Land/Property	ICNC	Payables Cancel Credit Memo w/o Encumbrance
BD01	Adopted Budget	ICNI	Payables Cancel Invoice w/o Encumbrance
BD02	Budget Adjustments	INEC	Payables Credit Memo (C/M) with Encumbrance
CHS1	Student Accounts Receivables/Charges/Non-Cash Pay	INEI	Payables Invoice with Encumbrance
CNEC	Payables Cancel Cheque –C/M w encumbrance	INNC	Payables Credit Memo (C/M) without Encumbrance
CNEI	Payables Cancel Cheque –Invoice w encumbrance	INNI	Payables Invoice without Encumbrance
CNNC	Payables Cancel Cheque –C/M w/o encumbrance	JE05	Accounting General Ledger Beginning Balance
CNNI	Payables Cancel Cheque –Invoice w/o encumbrance	JE16	Accounting General Ledger Entry (Inter-fund)
CORD	Purchasing Establish Change Order	JEXX	Accounting Journal Entry Adjustments
CSS1	Student – Accounts Receivables/Cash Payments	PCRD	Purchasing Cancel Purchase Order
DCSR	Cashier Direct Cash Receipt/Deposit	POBC	Purchase Order Batch Close
DNEC	Payables Cheque – C/M w encumbrance	POCL	Purchase Order Close (FPAEOCD)
DNEI	Payables Cheque – Invoice w encumbrance	POPEN	Purchase Order Open (FPAEOCD)
DNNC	Payables Cheque – C/M w/o encumbrance	PORD	Establish Purchase Order
DNNI	Payables Cheque – Invoice w/o encumbrance	PR14	Pension and Retirees Accruals for year end
E020	Encumbrance Adjustment	REBC	Payables Credit Memo – Rebate Tax
E032	Purchasing Encumbrance Liquidation	REBD	Payables Rebate Exchange Difference
E035	Encumbrance Adjustment	REBT	Payables Tax Rebate
E090	Accounting Year End Encumbrance Roll	REBX	Payables Tax Rebate Cancellation
E117	Post Original Encumbrance Gurfeed	RES1	Student – Refunds
HENA	Salary Encumbrance Adjustment	XRES	Student Refund Correction
HENC	Salary Encumbrance Original Post	YEOB	Accounting General Ledger Year End Roll
HEEL	Payroll - Employee Liability		
HERL	Payroll - Employer Liability		

Appendix B Glossary of Terms

Commitments - Commitments are purchase orders that have not been received or paid for.

Commodity - A commodity is a description of purchases on purchase orders. Each line item on a purchase order (or requisition submitted to Financial Services by a department) is a commodity

Credit memo - An invoice that is a deduction from an amount which is otherwise due. This credit transaction remains on the vendor's record until there are enough purchases to equal or exceed the amount of the credit.

Document - A document is a transaction entered into the financial system. i.e., an invoice or journal voucher is a document.

Document code - This is the number assigned by the financial system to uniquely identify each document as it is entered.

Drill down - When a data field in FSS is highlighted and/or underlined, it indicates that there is further information available. By clicking on the highlighted/underlined data, you are "drilling down" to view this information.

Encumbrance - Similar to commitments, encumbrances are purchase orders where the goods have not been received or paid for.

Encumbrance liquidation - An encumbrance liquidation occurs when an invoice has been entered in the financial system, which reduces the encumbrance balance. An encumbrance liquidation also occurs when the purchase order is either closed or cancelled.

FOAPAL - The Banner Finance System Fund, Organization, Account, Program, Activity, and Location (FOAPAL) specified for a particular distribution. Components used in Financial Services are defined as follows:

- **Fund:** A balance sheet item (assets, liabilities, equity). A fund can be restricted (e.g., grants) or unrestricted (e.g., general).
- **Organization:** A department/unit within the institution.
- **Account:** A line item within a unit's financial structure. Categories include general ledger accounts (assets and liabilities) and operating ledger accounts (revenues and expenses).

Invoice - An itemized list of goods purchased specifying the price and the terms of purchase. An invoice triggers a check to be produced for the vendor as payment for the goods.

Journal - A transaction to record internal charges, account adjustments, etc. This include uploads.

NSF checking - Non-sufficient funds checking. This feature checks to determine if there is an available budget to cover an expenditure for some fund types.

Rule Class Code - A group of codes that govern the appropriate posting of transactions. Each document type has its own set of rule class codes. For example, invoice rule class codes start with I, such as INNI. See Appendix A for a list of rule class codes and their descriptions.

Transactions - Business events you can measure in fiscal amounts and which you enter in accounting records.

Vendor - A person or company selling goods or providing services to your institution. Typically, Banner Finance requires a vendor record for any cheque payment.

Appendix C Quick Reference

How do I access FSS?

From your Web browser, go to Dal Online (<https://dalonline.dal.ca>). To login you will require your Dalhousie Identification number and an active PIN. If this is your first time to access Dal Online ensure that you have received an Email notification that your access is activated and with your initial PIN value. If you are unsure of your Dalhousie Identification number contact Human Resources. FSS provides the authorized Dalhousie Administrators with access to current financial data to answer these common questions:

How can I view transactions which have been posted since the last financial report packet?

Budget Queries/Budget Status by Account allows you to query on any Organization Unit. You can drill into transaction detail to view specific transaction information.

How does the current status of this Organization Unit compare to last year?

Budget Queries/Budget Status by Account allows you to query for comparative information for a particular period end or for the final Fiscal Year. Fiscal Period 14 must be specified to view final fiscal year results.

Why do the totals for March 31 last year not agree with my final hardcopy reports?

You must always specify Fiscal Period 14 when you are querying on closed Fiscal Years. The first set of March 31 reports each year details activity to the end of the March period 12. All transactions such as accruals and adjustments processed after this first cut off are posted to Period 14.

How do I find out whether or not that invoice got processed?

Budget Queries/Budget Status by Account will query a specific account so you can monitor current activity.

How do I download the account balances for my Organization Unit(s) for analysis?

Budget Queries/Budget Status by Account will allow you to download your query results to excel. How do I review the status of a purchase order and the various invoices related to. Budget Queries/Budget Status by Account will provide the ability to drill into the purchase order transaction and provide a listing of all related documents.

Was that invoice actually paid?

Budget Queries/Budget Status by Account will provide the ability to drill into the invoice transaction to view related transactions including the Cheque payment.

How do I monitor the budget available balance for my Organization Unit?

Budget Queries/Budget Quick Query will give a snapshot of any Organization Units current financial status. There is no drill in capability on this option.

How can I view a budget status summary for all the Organization Units which report to my Senior Administrator?

Budget Queries/Budget Query by Organizational Hierarchy for a reporting level Organization Unit will provide net totals for the individual units within. You should specify a fund type when you do not want all. I.e.: OP for Operating Funds. You can also drill into a specific Organization Unit and its details.

What is the status of my equipment orders?

Encumbrance Query will retrieve the status of all commitments for an Organization and/or account. It also provides the ability to drill in to View the document details including the accounting distribution.

How can I see the specific detail for this Invoice?

View Document will bring the detailed view of any document, but is particularly useful to review the commodity/accounting details of a particular Purchase Order or an Invoice transaction related to a purchase order.

What do I need to know to perform a successful query?

All Budget and Encumbrance Queries are based on Fiscal Year and period rather than Calendar year and month.

Fiscal Year specifies the calendar year in which Dalhousie's fiscal year ends. IE April 1, 2003 to March 31, 2004 is the 2004 fiscal year.

Fiscal Period specifies the first to 12th calendar month in the fiscal year.

01 = April	04 = July	07 = October	10 = January
02 = May	05 = August	08 = November	11 = February
03 = June	06 = September	09 = December	12 = March

14 = Year End Adjustment period (Period 13 is not used at Dalhousie)

Earliest Fiscal Year and Period 2002 07 The Banner Financial system was implemented October 1, 2001. Account balances were converted from the prior system as of September 30, 2001.

Encumbrance Status is specified for Encumbrance queries only. All is the most common selection. Open will include any Purchase Order which is still open while Closed retrieves those that have been fully paid/closed.

Commitment Type: use All to ensure complete data.

Chart of Accounts value is 1 always else your query will produce no results.

Fund value can be left blank. If entered, it must equal the Organization code else your query will produce no results.

Organization value must be entered. This 5 digit code is the first component of a posting account. I.e.: 11864. If you are not sure, click on the "Organization" button for a search. % is a wildcard and results will bring all values to which you have access.

Fund Type value should be left blank unless you are performing a "Budget Status by Organization Hierarchy" and want to view only particular fund types IE Operating vs Research. While the drop down

list includes numeric and Alpha values, only the Alpha values are appropriate for query. OP = Operating Funds TR = Trust funds CA = Capital Funds RE = Research Funds EN = Endowment Funds

Account should be left blank unless you want one specific account for an Organization Unit. This 4 digit code is the last component of a posting account. I.e.: 8700. You can click on the “Account” button for a search.

Account Type should be left blank.

Program should be left blank.

Include Revenue Accounts on any Organization budget query should be flagged to ensure that you have a full view of the Organization status (Non Research & Special Purpose accounts only). For Research & Special Purpose accounts, the flag should be removed from the Include Revenue Accounts so Principal Investigators are able to see their available balance.

Document codes that begin with the following letters are....

R	Requisition
PRQ	FAMIS/Banner requisition
P	Purchase Order
EM	Capital encumbrance
PR	Salary encumbrance
I	Invoice
IF	Uploaded invoice
IM	FAMIS/Banner Invoice
C3	Canadian cheque
C4	USD cheque
!	Direct deposit payment
J	Journal Voucher
F	Feed from another Banner module or manual upload
FM	FAMIS/Banner Feed
H	Deposit